



ODYSSEY

DEVELOPING JOURNEYS

GROVE SERVICE STATION

TRANSPORT ASSESSMENT



**GROVE SERVICE STATION, OLD BATH ROAD, CHARVIL, RG10
9QJ**

**TRANSPORT ASSESSMENT
ON BEHALF OF SPEEDY FUELS LTD**

Prepared by
Odyssey
18-21 Morley Street
London
SE1 7QZ

Tel: 020 7620 2444

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1.0 INTRODUCTION

1.1 *Overview*

1.1.1 This Transport Assessment (TA) has been prepared by Odyssey on behalf of the applicant, Speedy Fuels Ltd (hereafter referred to as '*The Applicant*'), in respect of a forthcoming planning application proposing the construction of a HGV fuelling facility at the former Grove Service Station, on the Old Bath Road, Charvil, Twyford.

1.1.2 The proposed planning description of the development would be as follows: "*Demolition of two existing buildings and a garage and the change of use from service station to a fuel oil storage and distribution facility including the installation of 8no. fuel oil storage tanks, refurbishment of hardstanding, car parking and other associated works*".

1.1.3 The development site is located between the villages of Charvil and Twyford, approximately 900m from either. Accordingly, Wokingham Borough Council (WBC) act as the local highway authority and local planning authority. The site is located on the A3032 Old Bath Road, which is an A Road connecting the surrounding area to the larger A4 Bath Road to the south.

1.1.4 The proposed development would provide re-fuelling and overnight storage for HGV fuel tankers, and would be solely used by the applicant to service their existing fleet of vehicles. Vehicles would depart the site before the AM peak, and return to the site throughout the day. Importantly, the routing of all vehicles would be controlled by the operator, as described within the accompanying Delivery and Servicing Plan, and detailed in **Section 4** of this report.

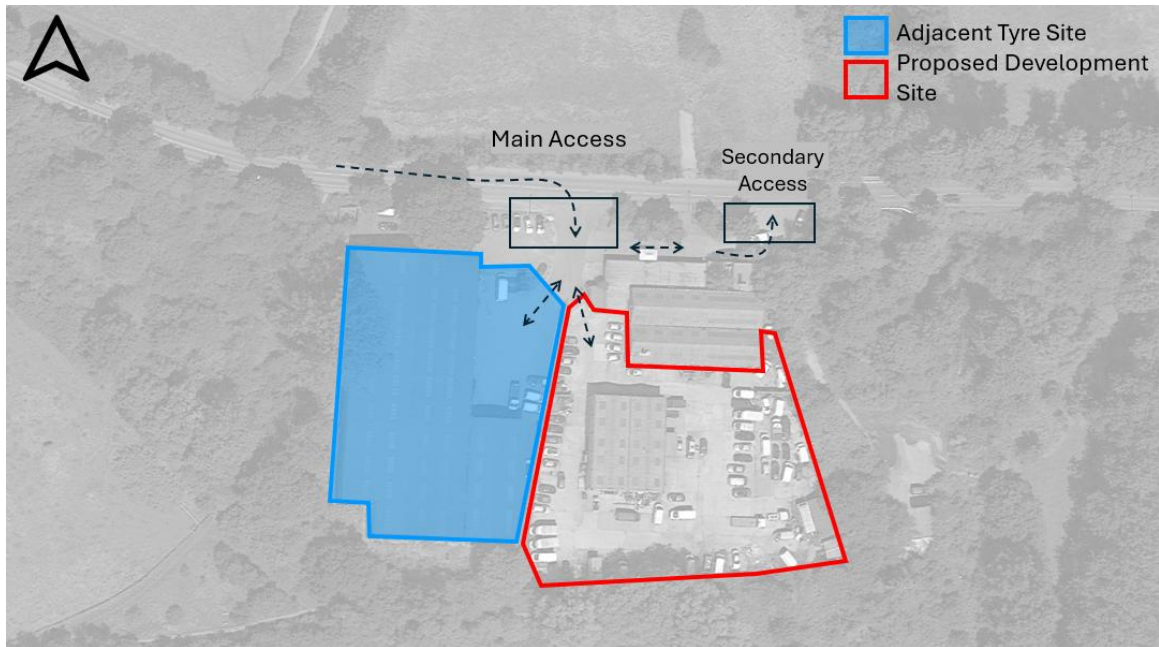
1.2 *General*

1.2.1 The site is located on the A3032 Old Bath Road, and currently shares a access with the existing '*Prince Brothers*' site, and adjacent '*Total Tyre Company*'. Currently, two vehicle accesses are provided across the front of the site, with the wider eastern access providing the main vehicle access to the site, and the narrower western access providing a secondary facility.

1.2.2 **Figure 1-1** below provides an overview of the existing accesses to the site, demonstrating the eastern main access, western secondary access and the internal access routes within the site and adjacent site.



Figure 1-1: Existing Access Plan



1.2.3 The site location is shown in **Figure 1-2** below.

Figure 1-2: Site Location





1.3 *Pre-application Scoping*

1.3.1 Prior to the preparation of this TA, a Transport Pre-application Scoping Note was prepared and sent to WBC and for review and comment. A pre-app meeting with WBC officers (including transport officers) on the 8th of November 2024, with the feedback response contained **Appendix A** within and summarised below.

Vehicle Access

- Officers requested that ATC's were installed on the Old Bath Road to gather vehicle flow data to quantify the percentage impact of the proposed development on peak hour flows;
- Officers requested that the western access should be used for all vehicle movements associated with the proposed development, and that swept path analysis should be provided to demonstrate that vehicles can enter and exit in a forward gear;
- Officers recognised that full visibility splays (according to DMRB/ MfS standards) were unachievable for the wider western access due to the road alignment, but stated that '*WBC would consider the relaxation of full standards due to this being an existing access*'.

Vehicle Routing/ Parking

- WBC officers also requested that vehicles were routed to avoid Twyford Town Centre, and kept to the strategic road network for the majority of their route.
- Officers asked that justification was provided for the proposed level of parking within the development site, including parking for tankers, staff and visitors, along with parking for the retained uses.

Proposed Assessment

- Officers agreed that a first principles approach to trip generation would be acceptable in this situation, due to the lack of similar sites on TRICS. Information from the applicants current site in Ivor would be used to inform the assessment.
- WBC officers confirmed that a transport statement would be sufficient to accompany the planning application, inline with the terms of assessment set out in the transport scoping note.



1.4 *Report Structure*

1.4.1 The content of this TA is as follows:

- **Section 2.0** considers national and local planning policy.
- **Section 3.0** includes a description of the site, review of the existing conditions in the vicinity of the site as well as a summary of access to sustainable travel.
- **Section 4.0** provides a description of the development proposals, including access to the site and operation thereof.
- **Section 5.0** provides the methodology and results of the trip generation assessment.
- **Section 6.0** concludes the report, summarising each section.



2.0 POLICY REVIEW

2.1 *Overview*

2.1.1 This section of the report sets out the relevant national, regional, and local policy relevant to the proposed development.

2.2 *National Planning Policy Framework (December 2024)*

2.2.1 The National Planning Policy Framework (NPPF), first published in March 2012 and most recently updated in December 2024, provides a structure for development within the UK, with a presumption in favour of sustainable development and the promotion of economic growth.

2.2.2 The NPPF sets out in paragraph 115 that:

“In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

- a) sustainable transport modes are prioritised taking account of the vision for the site, the type of development and its location.*
- b) safe and suitable access to the site can be achieved for all users.*
- c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code; and*
- d) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree through a vision-led approach.”*

2.2.3 Paragraphs 115 to 117 of the NPPF state that:

116. “Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.”

117. “Within this context, applications for development should:

- i) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high*



quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;

- i) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
- ii) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*
- iii) allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
- iv) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.”*

118. “All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a vision-led transport statement or transport assessment so that the likely impacts of the proposal can be assessed and monitored.”

2.3 National Planning Practice Guidance (NPPG)

2.3.1 The NPPG was established in March 2014 as a supporting resource in conjunction with the NPPF, which is also a material consideration in determining planning applications. With respect to transport, the NPPG includes a section titled ‘Travel Plans, Transport Assessments and Statements in Decision-Taking’. This provides general guidance on the process of producing these documents, from which the following key points are expressed:

“The Transport Assessment or Transport Statement may propose mitigation measures where these are necessary to avoid unacceptable or “severe” impacts. Travel Plans can play an effective role in taking forward those mitigation measures which relate to on-going occupation and operation of the development.”

2.4 Planning Policy Summary

2.4.1 Based on the review of national and local planning policy, it is concluded from this TS that the site, its land use and the design proposals, are all compliant with the relevant planning policies. It is demonstrated within this report that the proposed development would positively contribute towards the shift of the industrial and distribution sector in the area, to a cleaner and greener operation, in line with the above policy aspirations.



3.0 EXISTING CONDITIONS

3.1 *Site Location*

3.1.1 The development site is located broadly between the villages of Charvil and Twyford, approximately 900m from either. Accordingly, Wokingham Borough Council (WBC) act as the local highway authority and local planning authority. The site is located on the A3032 Old Bath Road, which is an A Road connecting the surrounding area to the larger A4 Bath Road to the south.

3.1.2 The site currently comprises of industrial outbuildings, as well as hardstanding currently used for the storage of containers and HGV trailers. Adjacent to the site are other commercial uses, including a tyre garage to the east of the site and a gym use to the north of the site. Beyond these immediate uses the site is surrounded by agricultural land, and Charvil Meadows Country Park.

3.2 *Highway Network Summary*

Old Bath Road

3.2.1 Old Bath Road is orientated on an east-west alignment and provides a link between Twyford in the north and Charvil in the south. Old Bath Road includes one lane operating in either direction and intermittent footways along its length. Old Bath Road connects to the New Bath Road at either end, which forms part of the strategic road network and provides a link to Reading. Old Bath Road operates a 40 miles per hour (mph) speed limit. No waiting or loading restrictions are present on the Old Bath Road in the immediate vicinity of the site.

3.3 *Sustainable Travel Options*

3.3.1 Due to the nature of the proposed development as a HGV refuelling station, it is not expected that the development would generate any public transport, walking or cycling trips. Nonetheless, a brief overview of sustainable transport modes has been included further within this report.

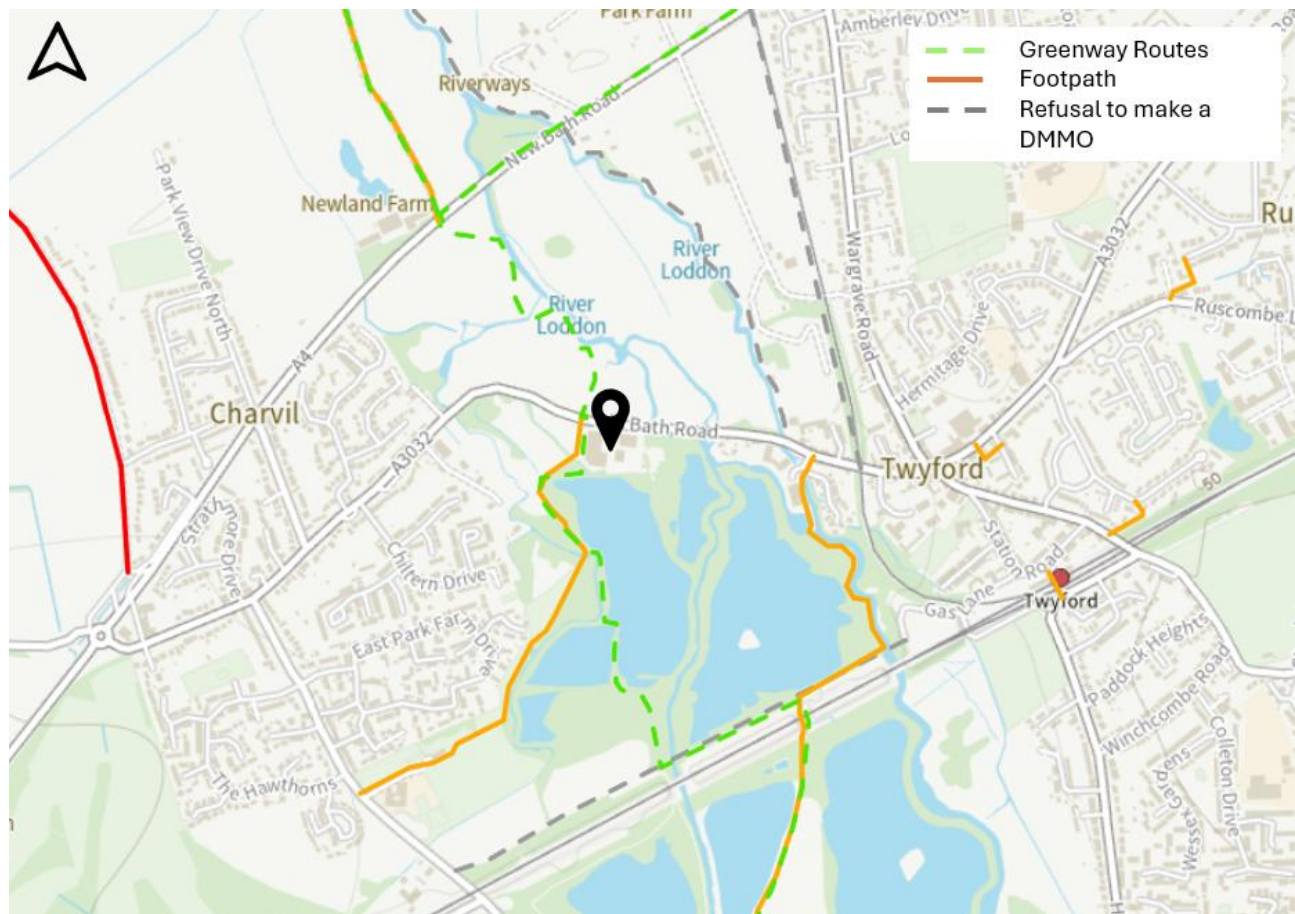


Walking

3.3.2 A pedestrian footway is provided along the length of the Old Bath road, providing pedestrian access into the villages of Twyford and Charvil. A signalised pedestrian crossing is provided in Charvil in front of the 'Polehampton Primary School', with an additional signalised crossing provided in Twyford village.

3.3.3 **Figure 3-1** a number of greenway routes and footpaths in the immediate vicinity of the site, which shows pedestrian routes running in a north/ south direction near to the site.

Figure 3-1: Public Right of Way Network



Bus

3.3.4 The nearest bus stops to the site are the Waggon and Horses stops, located approximately 150m to the east of the site. These stops are served by the 127, 128, 129, 850 and F30 bus services operated by Carousel, Reading and Thames Valley busses. These bus services provide services to destinations such as High Wycombe and Wokingham.



Rail

3.3.5 The nearest railway station to the site is Twyford Railway Station and is located approximately 1km cycling distance to the southeast of the site. The station as well as its rail services are operated by Greater Western Rail and TfL. Typical destinations from the station include includes services to London Paddington, Henley on Thames, Didcot Parkway and east bound Elizabeth Line services through London to Abbey Wood and west bound services to Reading.

3.4 Highway Safety

3.4.1 Road Traffic Collision (RTC) data has been obtained from *Crashmap* for the most recently available five-year period at the time of request, between 2019 and 2023. Data was analysed to establish if there had been any slight, serious or fatal accidents in the vicinity of the site.

3.4.2 The RTC study area included the extent of the Old Bath Road within 300m of the development site, in both eastern and western directions. Within the survey area, a total of two collisions occurred within the period, which are set out below in **Table 3-1**.

**Table 3-1: Collision Data Review**

Crash Reference	Date/ Time	Light Condition	Severity	Description
Collision 1 201943018 8923	22 nd June 2019 11:43 pm	Darkness, streetlights present and lit	Serious	Two cars were involved in the collision, with drivers aged between 66-75 in Vehicle 1 and 16-20 in Vehicle 2. Vehicle 1 was turning right and collided with Vehicle 2 which was proceeding normally along the carriageway (not on a bend).
Collision 2 202143019 1779	5 th May 2021 1:32 pm	Daylight	Slight	Two motorcycles were involved in the collision, both of which had drivers aged between 16-20. Vehicle 2 was in the act of turning right, when Vehicle 1 was overtaking another moving vehicle.

3.4.3 Collision 1 – this collision occurred near to ‘The Waggon and Horses’ pub, whilst one vehicle was turning right and one was proceeding normally along the carriageway. The collision occurred during the hours of darkness, late at night. As such, there could have been a higher likelihood of driver error being involved in the causes for the collision.

3.4.4 Collision 2 - this collision occurred near to the site access, with a young motorcycle rider colliding with another vehicle whilst overtaking another. This collision occurred during daylight hours, on a broadly straight section of road. This collision occurred during day light hours, on a straight section of road, reducing the likelihood of a lack of visibility or the road layout impacting the drivers ability to drive carefully.

3.4.5 The above review of collisions in the area surrounding the site demonstrated that there were two collisions within the immediate vicinity, within the survey period. No clusters of collisions were observed, and there were no fatal collisions near the site within the survey period. As such, no change is proposed to the existing road layout near to the site.



3.5 Traffic Surveys

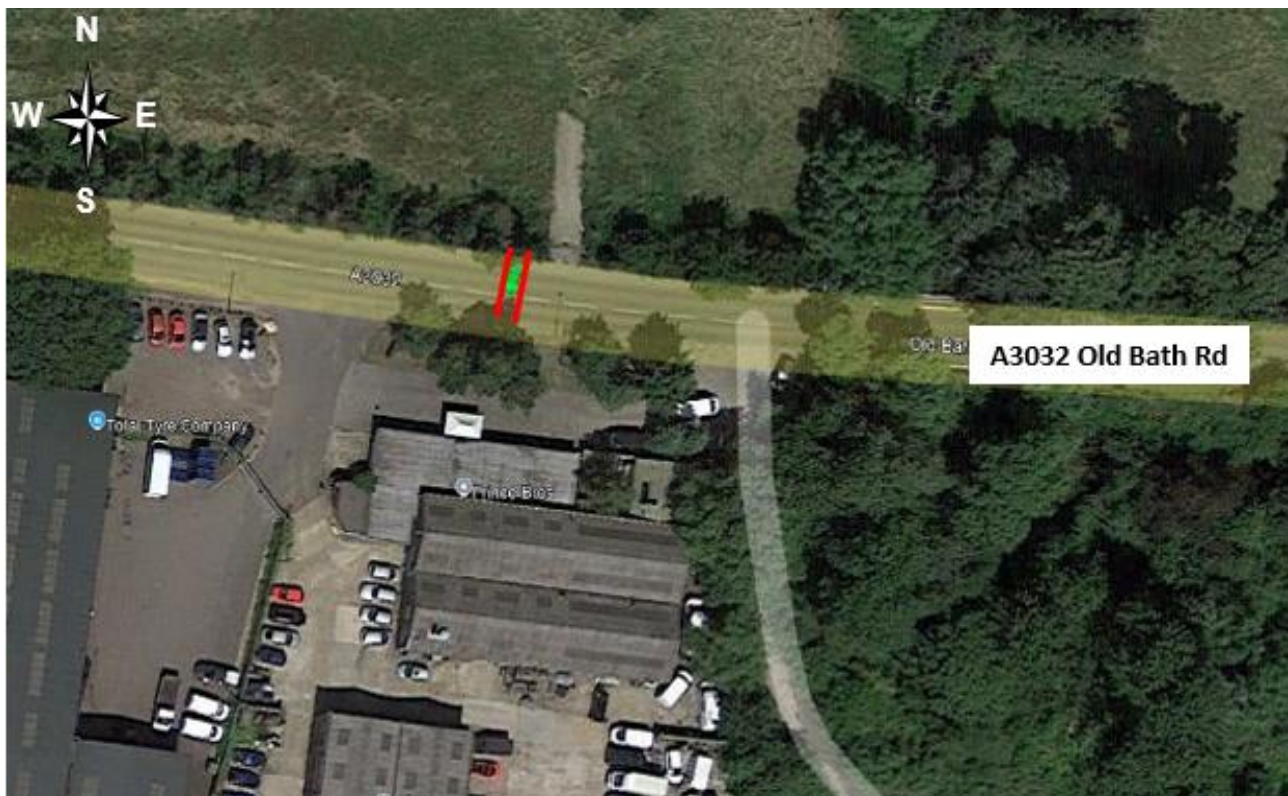
3.5.1 Traffic surveys were undertaken on the Old Bath Road in early December 2024 upon the request of WBC transport officers. Automatic traffic counter (ATC) surveys were placed on the Old Bath Road to capture the volume, direction and speed of traffic on the road for a period of seven days.

3.5.2 Additionally, a camera survey was undertaken to quantify the volume of traffic entering and exiting the vehicle accesses associated with the site (including the proposed development site, existing gym and adjacent tyre garage).

ATC Surveys

3.5.3 The location of the ATC surveys is shown below in **Figure 3-2**, which provides an accurate representation of the volume of traffic passing the site across a seven day period. Survey data was split by vehicle type and direction and also provided speed data.

Figure 3-2: ATC Survey Location

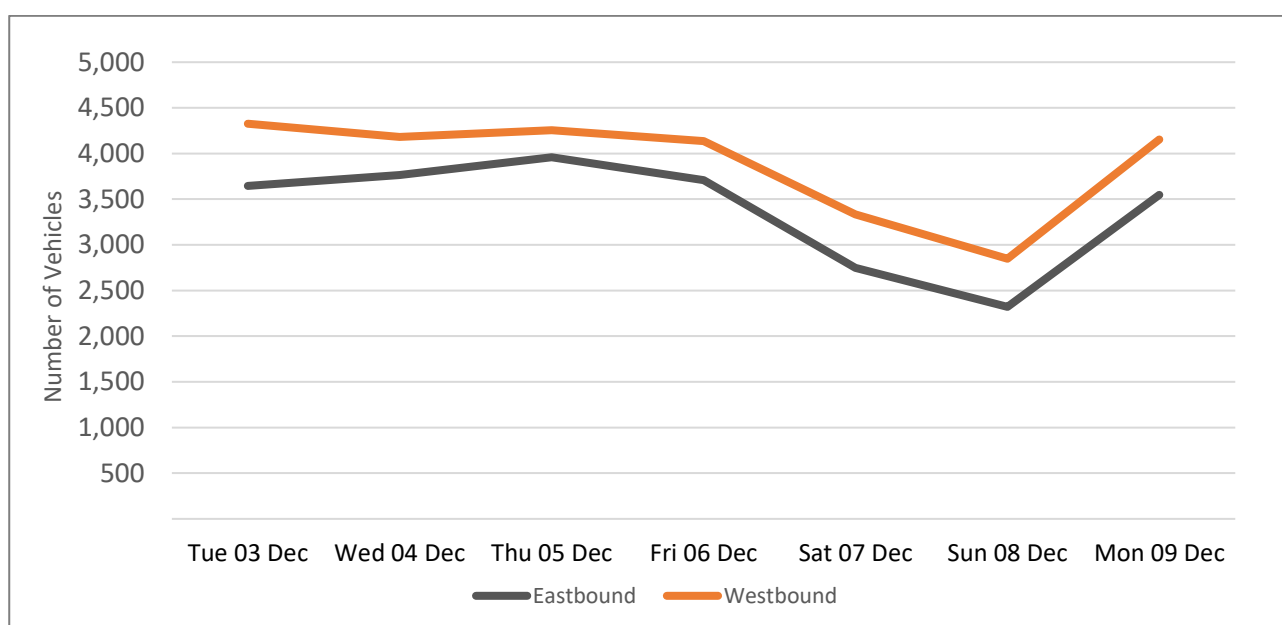




3.5.4 **Figure 3-3** below demonstrates the vehicle flow profile for the Old Bath Road over the survey period, which shows that westbound traffic flows are consistently greater than eastbound flows across the week.

3.5.5 Weekday traffic flows (Monday- Friday) are consistently greater than weekend flows, averaging circa 4,000 during the weekday, and circa 3,000 during the weekend.

Figure 3-3: ATC Survey Vehicle Flows



3.5.6 **Table 3-2** shows a weekday average of vehicle flow classification of east and westbound vehicles travelling along Old Bath Road. This demonstrates that the vast majority of vehicles travelling on the road are cars (on average 92%). A small proportion of vehicles travelling on the road were shown to be LGV's (on average 5% of vehicles), with a negligible amount of motorcycle and OGV1 vehicles observed.

Table 3-2: Vehicle Flow Classification

Weekday Average			
Vehicle Type	Eastbound	Westbound	Average
M/C	2%	1%	2%
Car	93%	91%	92%
LGV	4%	5%	5%
OGV1	1%	2%	2%
OGV2	0%	0%	0%



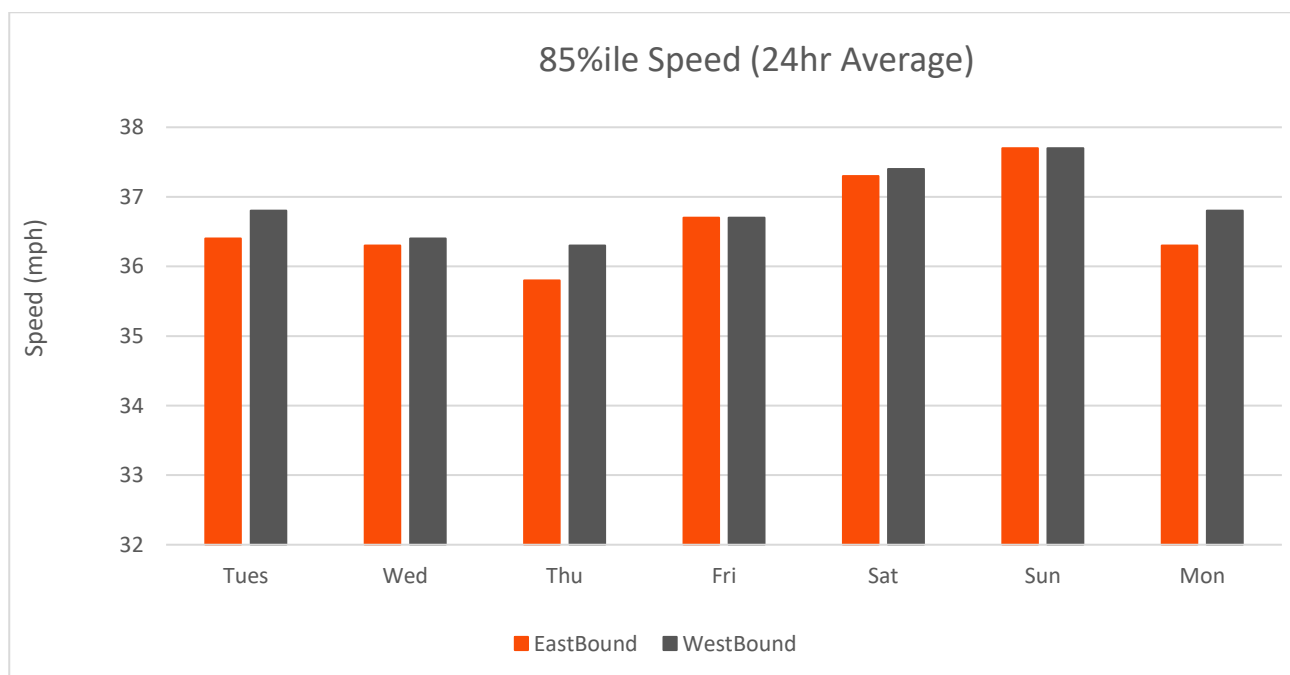
3.5.7 The survey data demonstrates that the Old Bath Road is largely trafficked by cars, with more vehicles travelling westbound than eastbound.

3.5.8 A speed survey was also undertaken on the Old Bath Road, which has a posted speed limit of 40 miles per hour. **Figure 3-4** below shows the 85th percentile speed for vehicles travelling east and westbound on the Old Bath Road (averaged over the 24hr period).

3.5.9 **Figure 3-4** below that on average, vehicles travel below the speed limit on all days. Vehicles were observed to travel at the greatest speeds on the weekend, with the peak speeds (37.5 mph) observed on Saturday and Sunday.

3.5.10 During the week vehicles were observed to travel more slowly, with the average speed recorded of 36.6mph in the westbound direction and 36.3 mph in the eastbound direction.

Figure 3-4: 85thile Speed Survey





4.0 PROPOSED DEVELOPMENT

4.1 Overview

4.1.1 The proposed development would provide a new HGV refuelling site with four fuel pumps and associated parking and infrastructure. The site would be used to service the clients fleet of fuel tankers, which would be split between this site and the clients other sites across the country. Access to the site would be provided from the Old Bath Road, with no significant change made to the vehicle access compared to the existing arrangement.

4.2 Vehicle Parking

4.2.1 The site layout includes six HGV bays within the site, 14 rigid vehicle bays, 4 van bays and seven staff car parking bays (of which one bay is marked as a disabled bay), which would accommodate the clients expected fleet of vehicles. As the site would service the clients fleet of vehicles only, the client would ensure that there is sufficient space to accommodate the number of vehicles operating out of the site at any one time.

Cycle Parking

4.2.2 Cycle parking would be provided on site for staff members employed on site, in line with Wokingham Parking guidance. As such, twenty cycle parking spaces would be provided within an external store to ensure that drivers and office staff on site have access to cycle parking facilities. Full details of the proposed cycle store would be secured by use of a planning condition.

4.3 Access and On-site Arrangements

4.3.1 During the pre-application meeting that was held with WBC, officers stated that “*WBC Highways would prefer the use of the western access for both in/ out movements, providing swept paths can be demonstrated and turning area can be achieved within the site.*” As such, it is proposed that the site would be accessed from the existing access road via the Old Bath Road. All vehicle access would be provided using the existing western access to the site, which is shared with the existing gym and tyre garage. All vehicles would enter the proposed development from this access and enter and exit in a forward gear.

4.3.2 The junction arrangement has been re-designed such that it can accommodate full two-way movements of 15.2m HGVs, as this is the largest vehicle operational within the clients fleet. This approach has been taken to ensure that any HGV accessing the site would be able to access the



site whilst another vehicle is waiting at the give way markings to exit the site, as such minimising the amount of time vehicles are required to wait on the Old Bath Road. Two vehicles are also able to pass through the site access gate at one time, to ensure that vehicles do not block the adjacent accesses to the gym or tyre garage. The proposed arrangement of the site, along with vehicle tracking is shown in drawing **24-210-002**.

4.4 Visibility Splays

4.4.1 Given the road geometry, it was concluded that Manual for Streets (MfS) visibility splays for a 40mph road were unachievable from the existing western vehicle access (when looking east), that is proposed to accommodate all vehicle traffic associated with the proposed development.

4.4.2 WBC Highways Design Guide (2019) states that *“designers should follow guidance in MfS2 for residential streets with a speed limit of 40mph (to be more precise 85th percentile speeds up to 37mph). (WBC, 2019, para 2.19)*. Using the calculations set out in MfS2, the required SSD visibility splay for the road based on the average surveyed 85th percentile speed of 36mph, would be 53.5m. This visibility splay is achievable when looking west, however it is not achievable looking east due to the bridge on the Old Bath road and a privately owned wooded area.

4.4.3 Additionally, during the pre-application meeting WBC stated that *“if there were to be comparable movements from the proposed use (to the existing use), WBC would consider a relation of the full standards (MfS standards for visibility splays) due to this being an existing access”*. A trip generation assessment has been undertaken which is provided within Section 5, which demonstrates that trip generation associated with the development would be similar to that of the extant use. Therefore, given that the proposed and extant uses are similar in their industrial nature, and trip generation, and given that there was no cluster of collisions observed surrounding the existing access, the visibility splays that would be retained as part of this development are considered appropriate.

4.4.4 **Drawing 24-210-001** shows visibility splays of 4.5m x 53.5m to the west and 27m to the east, which are MfS compliant and the maximum achievable splay to the west and east respectively.

4.5 Vehicle Routing

4.5.1 Inline with WBC officers request at the pre-application stage, all vehicles would be routed westbound from the site toward the A3 New Bath Road, from where vehicles would likely travel Southbound toward Reading or use the Sutton Seeds Roundabout to access the A3290. The A3290 provides access to the M4, providing a route toward London.



4.5.2 **Figure 4-1** below shows the proposed vehicle routing plan for vehicles heading toward London, however the same route in reverse would be followed for vehicles returning to the site.

Figure 4-1: Vehicle Routing Plan



4.6 Internal Access

4.6.1 Vehicles accessing the site from the Old Bath Road would approach from the west and make a right turn into the proposed development site. Vehicle tracking has been undertaken to demonstrate that a HGV can make a right turn into the site, whilst another waits to exit onto the Old Bath Road. Additionally, vehicle tracking demonstrates that two HGV's can enter the developments access gates at one time.

4.6.2 Vehicles would enter the site and follow a one way system through the site in an anti-clockwise direction. Vehicles would likely use the fuel pumps upon arrival at the site at the end of the day, before being parked in a parking bay overnight. Due to the nature of delivering fuel to locations across London and the south-east, vehicles would arrive at the site periodically across the



afternoon from 3pm to 6pm. This would ensure that there are no queueing vehicles to refuel, however should this occur, staff management would direct vehicles to wait in parking bays to ensure that no vehicle queue out of the site at any time.

4.6.3 Parking bays would be allocated to drivers and staff to ensure that parking across the site is managed, no parking would be allowed outside of marked bays. It is envisioned that a proportion of drivers arriving at the site in the morning would travel by private car. As such, additional car/ van bays have been provided which would provide parking space for private vehicles. Drivers would then move their tanker to the refuelling bay and park their car in the bay vacated by their tanker, the reverse of this movement would be undertaken at the end of the working day.

4.6.4 Vehicle tracking has been undertaken to demonstrate that all vehicle parking bays can be accessed by the appropriate vehicle and that HGV's can enter and exit the site in a forward gear, which is shown in Drawing **24-210-005**.

4.6.5 Gates are provided on the access of the site to control access to the proposed development, these would be operated by on site staff who would ensure they are opened before any staff arrive on site.

4.7 Operational Management

4.7.1 The proposed development would operate over a 12-hour period, six days a week. It has been demonstrated through swept path analysis that the site layout can safely accommodate multiple HGV's using the pumps.

4.7.2 It is not anticipated that there would be any vehicle conflicts on site. As shown in the site layout and swept path analysis drawings within this TA, the proposed site allows for sufficient space for stop/start/reversing manoeuvres. Should a vehicle be manoeuvring on site, such as reversing into the maintenance bays while another HGV wishes to access the site, there is sufficient space within the proposed site for the HGV to wait without causing any queueing outside of the site.



5.0 TRIP GENERATION ASSESSMENT

5.1.1 As a result of the unique nature of the proposed re-fuelling facility, vehicle trips from the development have been estimated based on a “first principles” assessment using existing data from a number of former fuelling facilities operated by the client. The methodology is similar in process to a TRICS assessment although this approach is seen as a more accurate representation of the developments impact than a purely theoretical approach due to the limited lack of refuelling facilities in the TRICS database.

5.1.2 The first principles methodology was agreed with WBC following the pre-application meeting and is considered to provide the most accurate and robust assessment of the potential trip attraction for the proposed development.

5.2 *Existing Use*

5.2.1 Trip generation for the extant use has been estimated using documents submitted as part of the planning application for the extant use, which was granted at appeal in 2008 under the reference APP/X0360/A/08/2088706 (for the Planning Inspectorate) and F/2008/1269 for WBC.

5.2.2 This proposed the continued use of the site for activities related to motor vehicles, including MOT's, accident repairs, mechanical repairs, and a car rental business. The permitted development contained 72 car parking spaces. The business was stated as employing 15 staff.

5.2.3 Based on the above information, a first principals assessment has been undertaken to establish an existing trip generation assessment for the extant use, which has not been operational for some time.

5.2.4 **Table 5-1** below shows a trip distribution profile that has been formulated based on the consented number of vehicle parking spaces and staff members. Assumptions have been made that of the 57 visitor parking spaces, that 33% of these would be used during the AM and PM peak hours. Furthermore, it was assumed that 95% of staff would arrive during the AM peak hour and leave within the PM peak hour.

**Table 5-1: First Principles Trip Distribution**

Car Parking Spaces		AM (09:00-10:00)		PM (17:00-18:00)	
		Arrivals	Departures	Arrivals	Departures
Visitor	57	33%	33%	33%	33%
Staff	15	95%	5%	5%	95%
Total	72				

5.2.5 As such, the resultant trip generation profile for the AM and PM peak hour is shown below in **Table 5-2**. Which demonstrates that the site would be expected to generate 53 vehicle movements in the AM and PM peak hours.

Table 5-2: First Principles Trip Generation (Existing)

Car Parking Spaces		AM (09:00-10:00)		PM (17:00-18:00)	
		Arrivals	Departures	Arrivals	Departures
Visitor		19	19	19	19
Staff		14	1	1	14
Total		33	20	20	33

5.3 *Proposed Use*

5.3.1 The 'first principles' trip assessment uses existing operational site arrival data to derive the potential trips that could arise from the proposed development. On this basis, data has been provided by the proposed operator from their former site. This data has been factored up to reflect the proposed fleet of vehicles at the development, and is summarised in **Table 5-3 and 5-4**.

5.3.2 Vehicle trip data has been summarised below for three periods, as set out below;

- AM – staff arrival and the majority of HGV's exit the site for the day;
- PM – HGV's begin to arrive back to the site, and the majority of staff leave the site; and
- Late AM – a small amount of HGV's return to site, and the final remaining staff leave.

5.3.3 Vehicle trips have been summarised below for weekdays, where the site would operate from 5am – 2am and Saturday and Sundays where vehicle flows would be significantly reduced.

**Table 5-3: Proposed Vehicle Trip Generation (Weekday)**

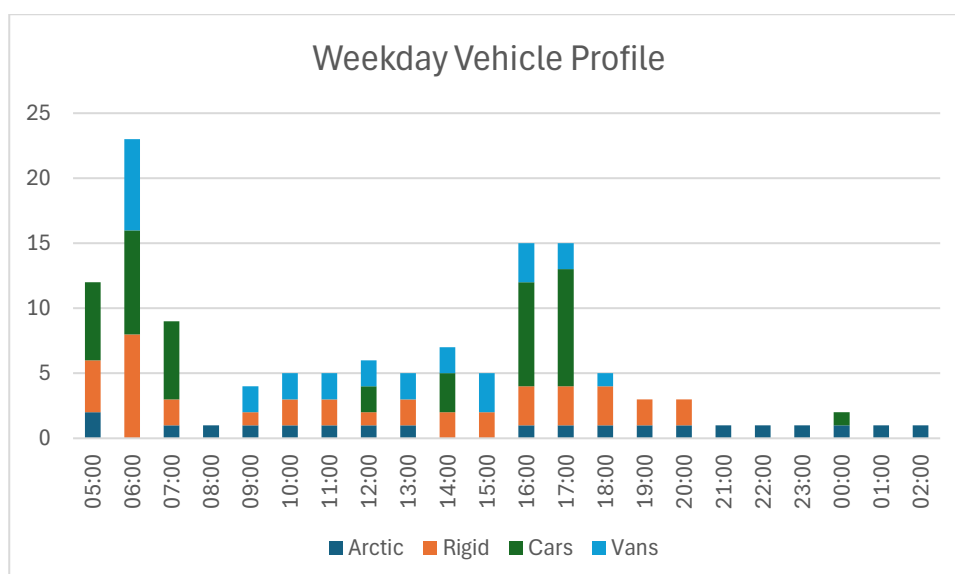
Period	AM (06:00-07:00)		PM (17:00-18:00)		Late AM 00:00-01:00)	
	Arrivals	Departures	Arrivals	Departures	Arrivals	Departures
Monday - Friday	21	17	11	5	0	2

Table 5-4: Proposed Vehicle Trip Generation (Weekend)

Period	AM (05:00-12:00)		PM (13:00-16:00)	
	Arrivals	Departures	Arrivals	Departures
Saturdays	5	5	4	2
Sundays	5	5	2	1

5.3.4 **Tables 5-3 and 5-4** above demonstrate that vehicle movements at the proposed development are highly tidal, with the vast majority of vehicles arriving in the AM and immediately departing, as drivers arrive at the site before picking up their HGV and again departing. As the majority of staff would arrive, and HGV's would depart within the morning peak hour, it is the busiest hour of the sites operation. Vehicles would return to the site across a broader period in the PM peak, as they would be returning from a variety of destinations.

5.3.5 **Figure 5-1** provides a vehicle profile for the site, which shows that the AM peak hour (06:00-07:00) would be the busiest hour with 23 vehicle movements. The PM peak hours of 16:00-17:00 and 17:00-18:00 are second busiest with 15 vehicle movements per hour each.

Figure 5-1: Weekday Vehicle Profile (two-way)



5.3.6 Vehicle flows would be significantly reduced on Saturday and Sunday, as shown in **Figure 5-2 and 5-3** below. With a maximum of 6 vehicles per hour expected on Saturday and 2 per hour on Sunday.

Figure 5-2: Saturday Vehicle Profile (two-way)

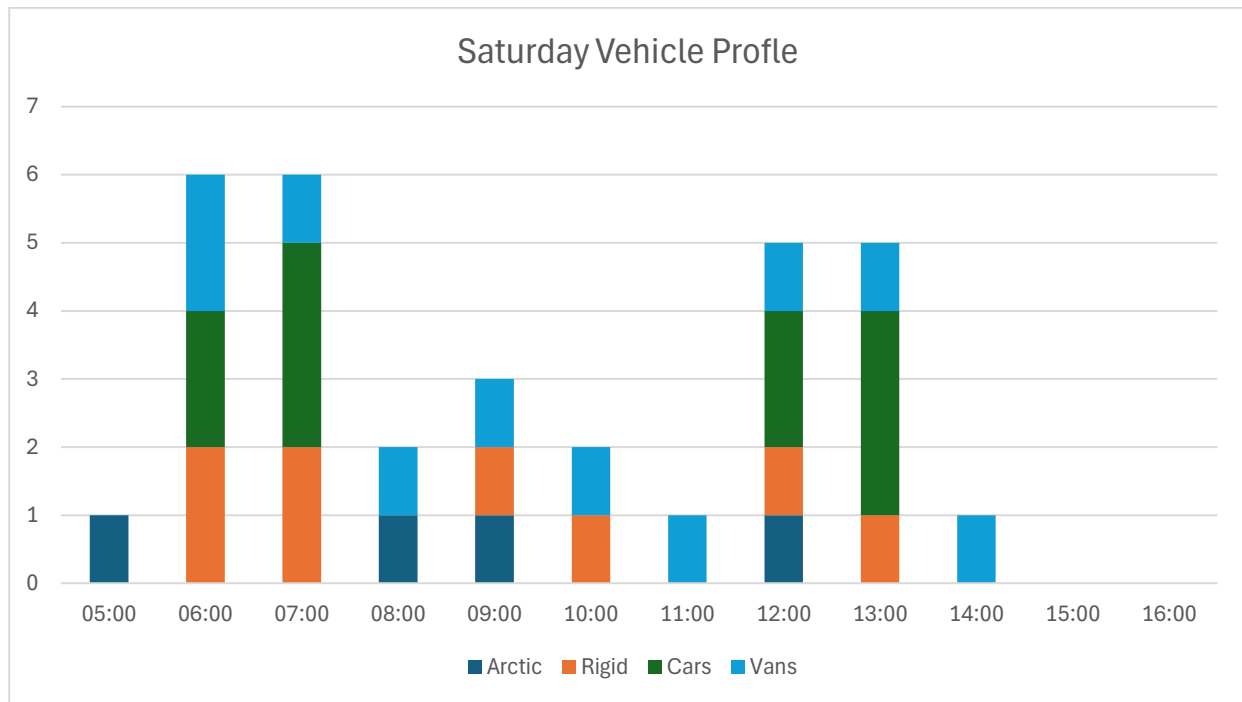
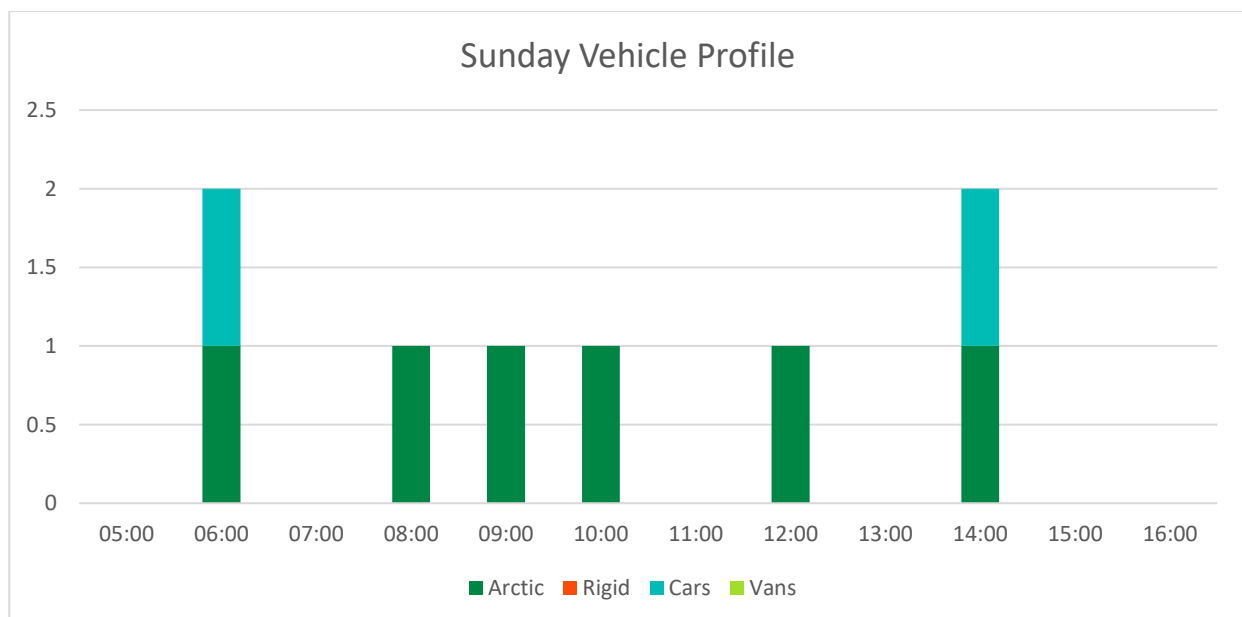


Figure 5-3: Sunday Vehicle Profile (two-way)





5.3.7 It is demonstrated within **Figure 5-3** that the proposed development would generate a maximum of 23 vehicle movements within the AM peak hour, and 15 within the PM peak hour. This number of trips is not expected to cause any material impact on the surrounding highway network.

5.3.8 Additionally, the peak hourly arrival figure of 23 vehicles. equates to around one HGV every three minutes (2.6 minutes). It is therefore not anticipated that there would be any queuing within the site or back onto the access road or Old Bath Road due capacity provided within the site. As such, it is considered that the above trip estimates could be accommodated on the local highway network without detriment.

5.4 Net Impact Assessment

5.4.1 A net impact calculation has been undertaken to establish the change in the number of vehicle movements generated by the extant and consented developments, which is shown in **Table 5-5** below. This demonstrates that the proposed development would result in a de-intensification in the use of the site during the AM and PM peak hours.

Table 5-5: Net Impact Assessment

AM (06:00-07:00)		PM (17:00-18:00)	
Arrivals	Departures	Arrivals	Departures
-12	-2	-8	-29



6.0 CONCLUSION

6.1.1 This Transport Assessment (TA) has been prepared by Odyssey on behalf of the applicant, Speedy Fuels Ltd (hereafter referred to as '*The Applicant*'), in respect of a forthcoming planning application proposing the construction of a HGV fuelling facility at the former Grove Service Station, on the Old Bath Road, Charvil, Twyford.

6.1.2 The site is located on the A3032 Old Bath Road, which is an A Road connecting the surrounding area to the larger A4 Bath Road to the south. The proposed development would provide re-fuelling and overnight storage for HGV fuel tankers, and would be solely used by the applicant to service their existing fleet of vehicles. Vehicles would depart the site before the AM peak, and return to the site throughout the day. The proposed site location is considered to be appropriate for this type of land use given the close proximity of the site to the A4 (Bath Road) and the A329 (M) which provide access to the strategic road network.

6.1.3 The trip generation assessment demonstrates that the proposed development would generate a maximum of 23 vehicle movements within the AM peak hour, and 15 within the PM peak hour. This number of trips is not expected to cause any material impact on the surrounding highway network. Additionally, the peak hourly arrival figure of 23 vehicles equates to around one HGV every three minutes (2.6 minutes). It is therefore not anticipated that there would be any queuing within the site or back onto the access road or Old Bath Road due capacity provided within the site. As such, it is considered that the above trip estimates could be accommodated on the local highway network without detriment.

6.1.4 Based on the above and a review of national and local transport policy, it is considered that the development proposals would not result in a material impact to the operation of the local highway network. Importantly, the NPPF states that development should only be refused on highways grounds if *"if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe..."*, which is not considered to be applicable in this case.

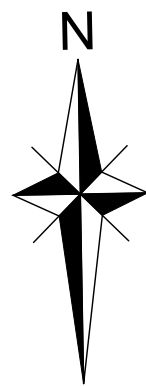


GROVE SERVICE STATION, OLD BATH ROAD, RG10 9QJ

OUTLINE CONSTRUCTION LOGISTICS PLAN

DRAWINGS

P:\24-210 - Grove Service Station, Old Bath Road, Charvil, Twyford\Tech\Acad\Drawings\24-210-001 Vehicular Visibility Splay.dwg



NOTES

KEY:

APPLICATION BOUNDARY

4.5M X 120M VISIBILITY SPLAY (UP TO 44MPH DMRB)

B	MINOR UPDATES	BJ	AM	MB	12.02.25
A	MINOR UPDATES	BJ	AM	MB	13.12.24
Rev	Amendments	Dm	Chk	App	Date

**ODYSSEY**

18-21 Morley Street,
London,
SE1 7GZ

Telephone: 02076 202444
Fax: 02076 201168
E: info@odysseyconsult.co.uk
W: www.odysseyconsult.co.uk

Job Title

GROVE SERVICE STATION, OLD BATH ROAD, CHARVIL, TWYFORD

Drawing Title

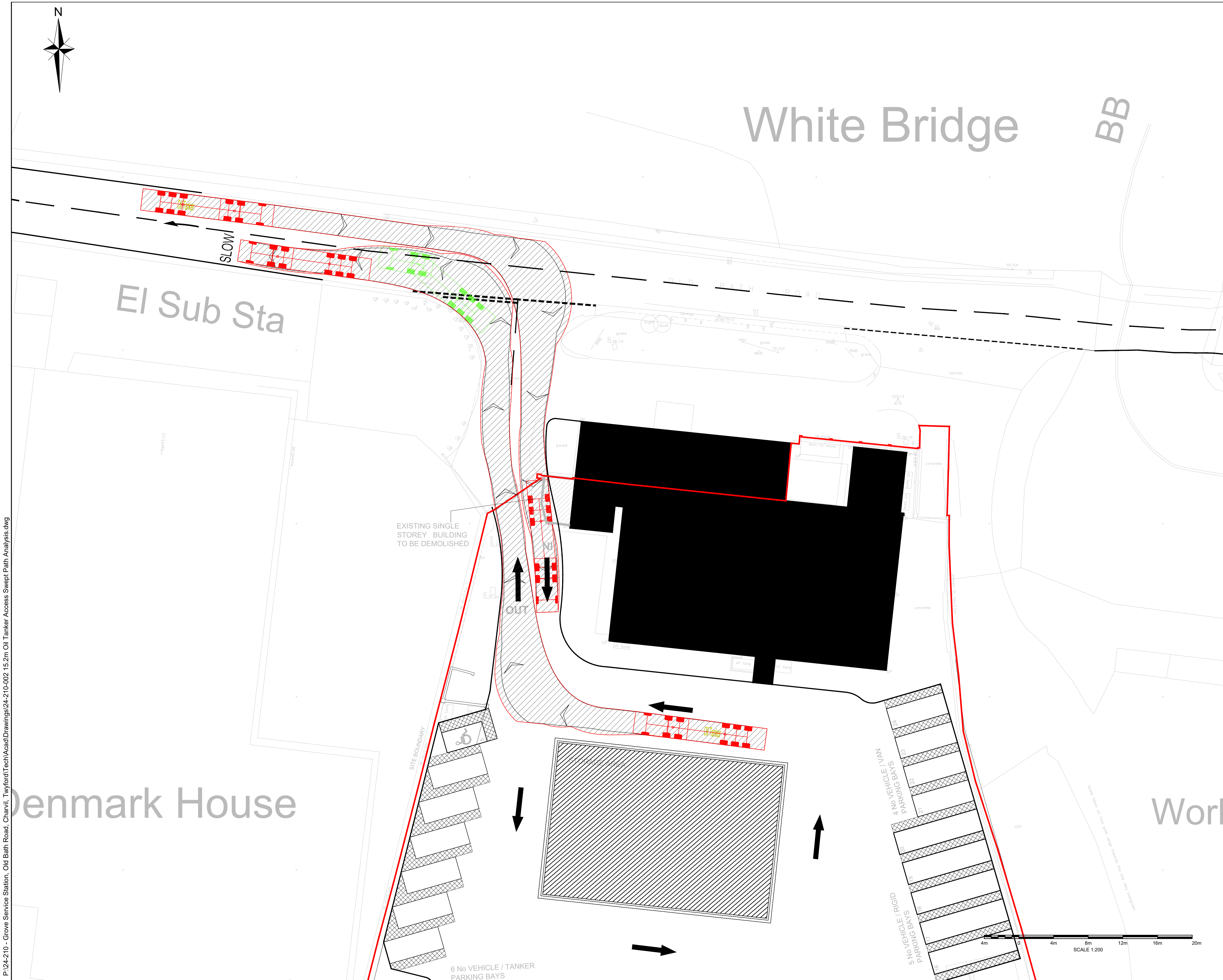
PROPOSED SITE ACCESS ARRANGEMENTS

Client

SPEEDY FUELS LTD

Scale	Date	Designed
1:250 @A1	SEPT 24	MN
Drawn	Checked	Approved
MN	AM	MJB
Job No	Drawing No	Rev
24-210	24-210/001	B

P:\24-210 - Grove Service Station, Old Bath Road, Charvil, Twyford\Tech\Acad\Drawings\24-210-002 15.2m Oil Tanker Access Swept Path Analysis.dwg



NOTES

KEY

REDLINE BOUNDARY

SWEPT PATH ANALYSIS IS BASED ON THE FOLLOWING VEHICLE:

6.210

11.34

1.419

2.244

3.122

0.584

6.04

7.34

1.3

1.3

2.15

Max 90° Horiz

Max 10° Vert

Oil Tanker

Overall Length

Overall Width

Overall Body Height

Min Body Ground Clearance

Track Width

Lock to lock time

Kerb to Kerb Turning Radius

15.289m

2.500m

2.704m

0.419m

2.450m

4.00s

6.670m

B	MINOR UPDATES	BJ	AM	MB	12.02.25
A	MINOR UPDATES	BJ	AM	MB	13.12.24
Rev	Amendments	Dm	Chk	App	Date

ODYSSEY

18-21 Morley Street,
London,
SE5 7QZ

Telephone: 02076 202444
Fax: 02076 201168
E: info@odysseyconsult.co.uk
W: www.odysseyconsult.co.uk

Job Title

GROVE SERVICE STATION, OLD BATH ROAD, CHARVIL, TWYFORD

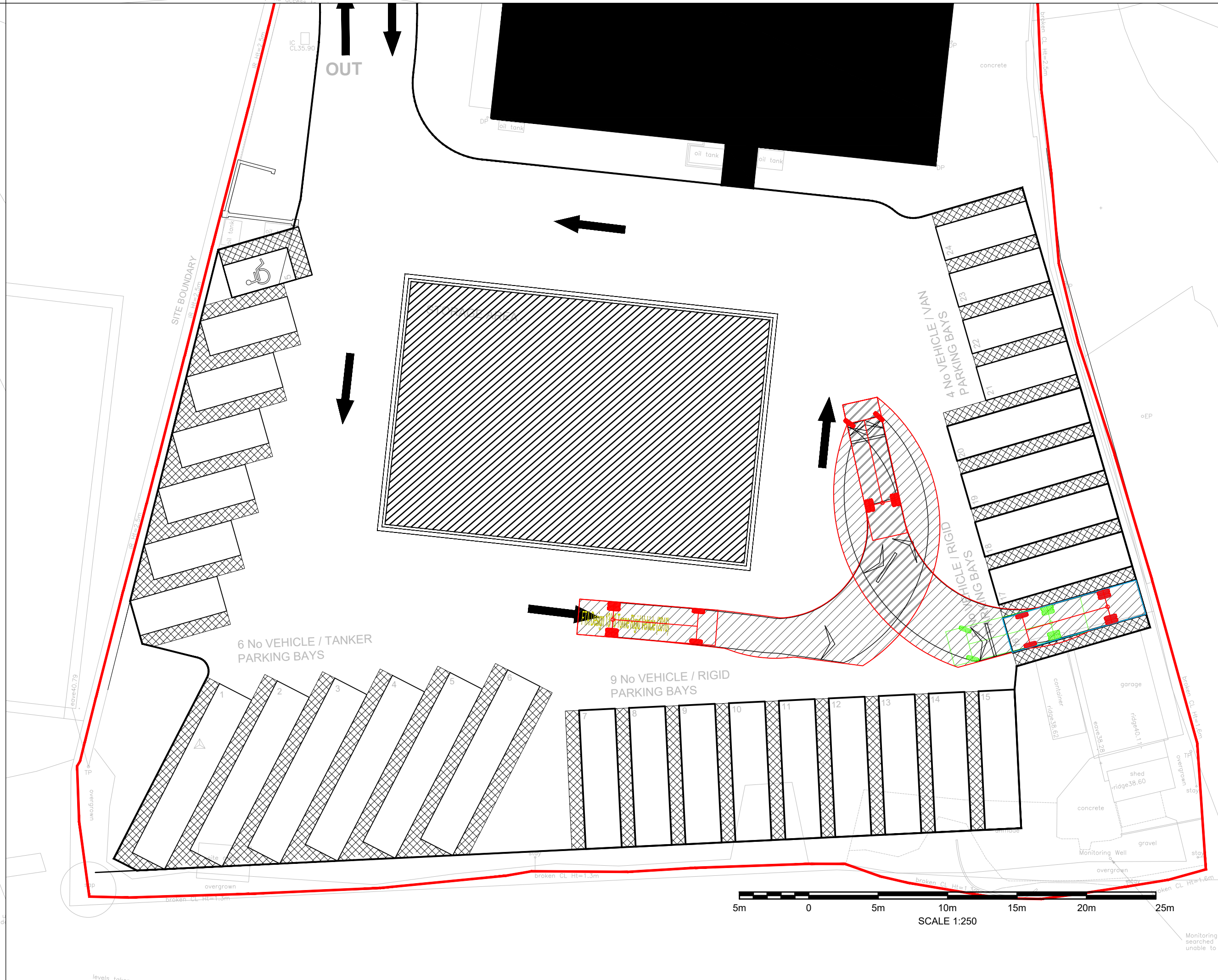
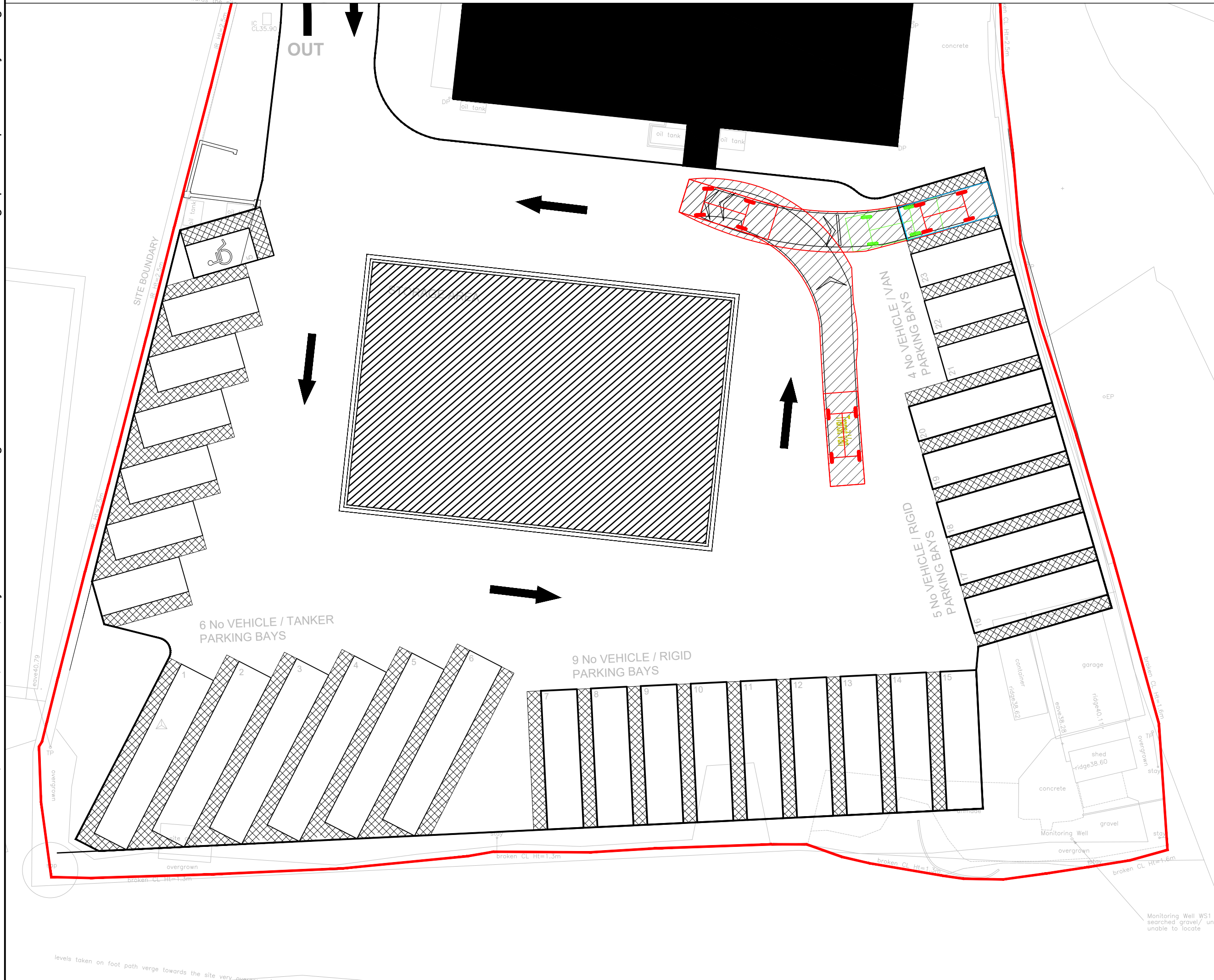
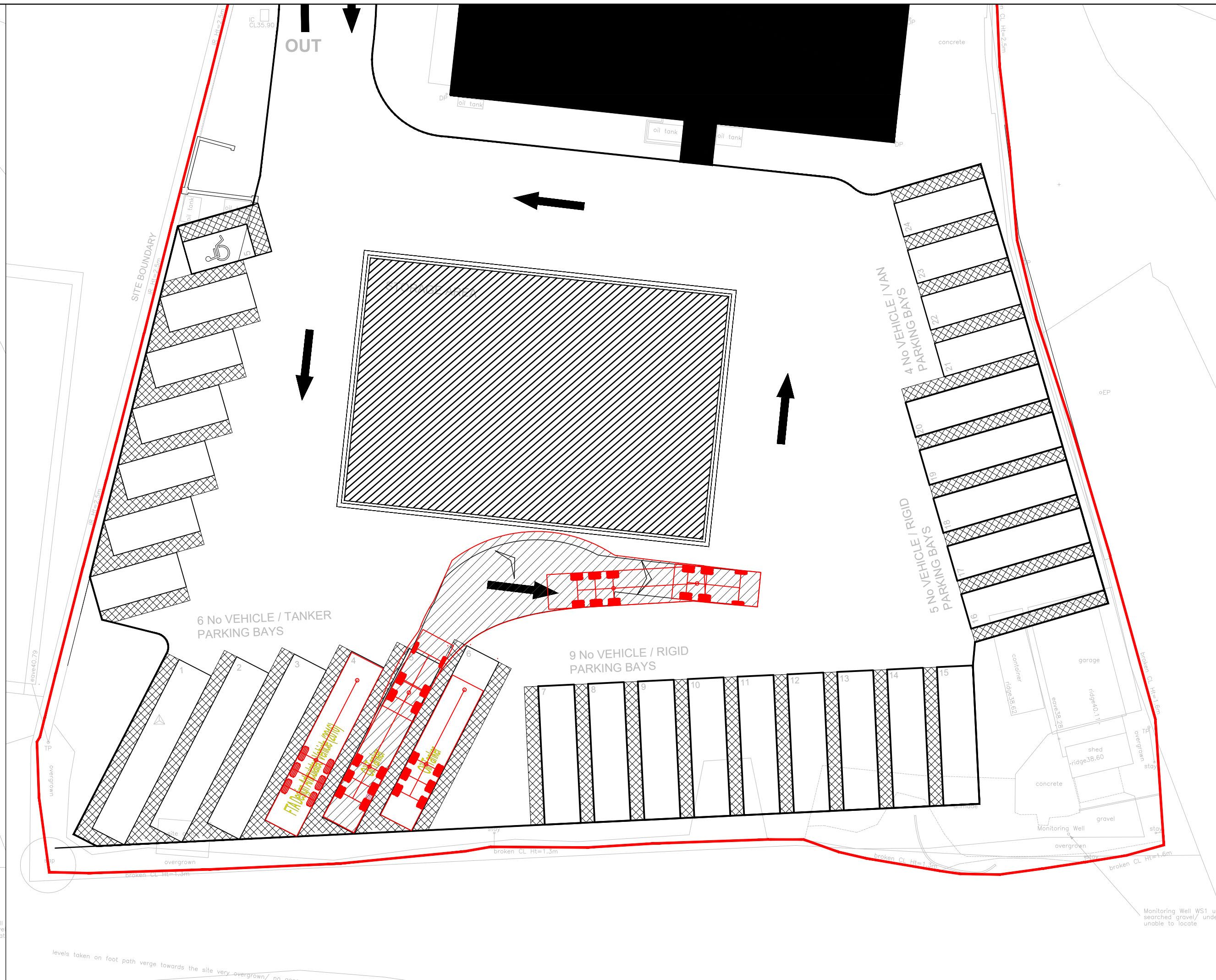
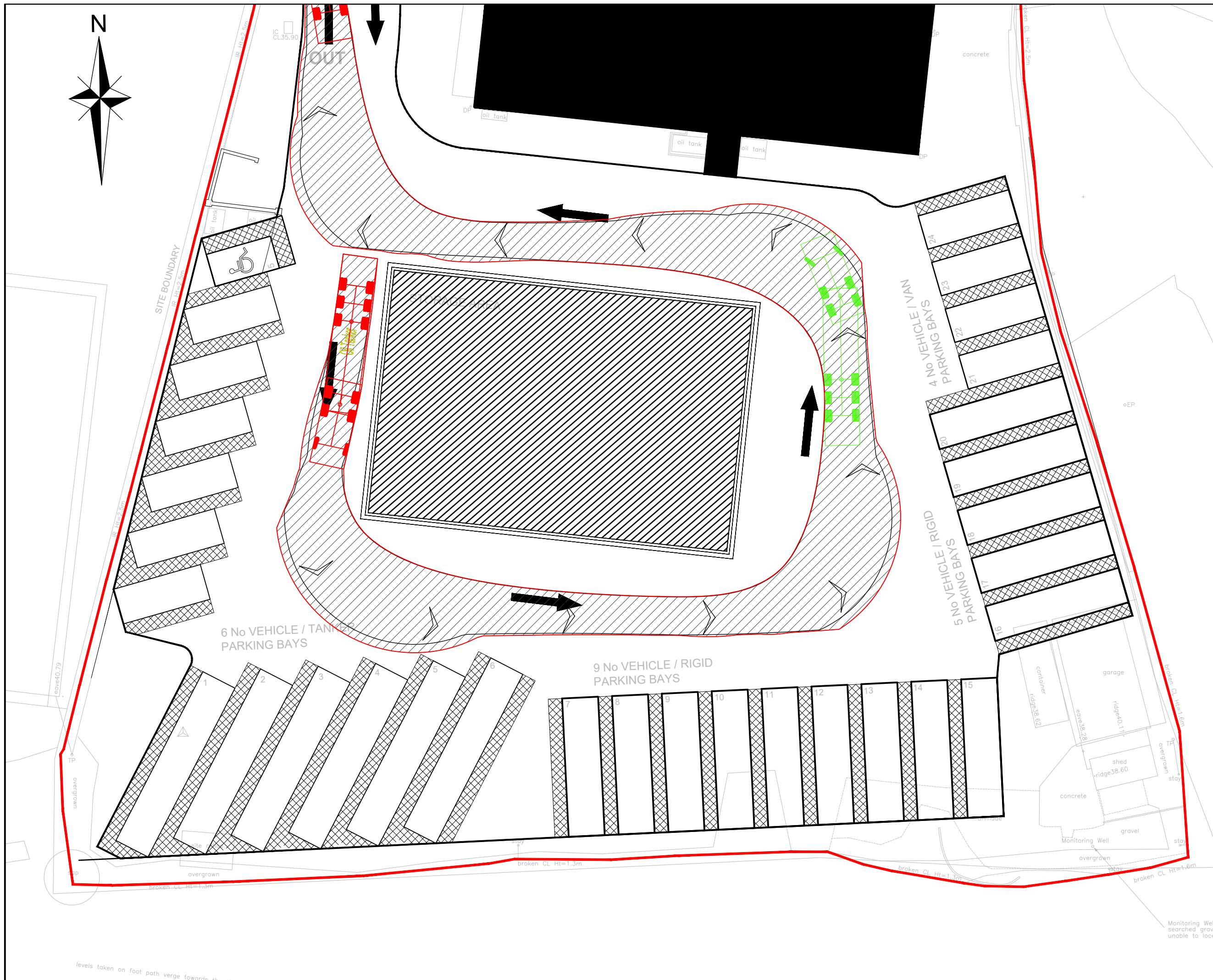
Drawing Title

15.2M OIL TANKER ACCESS SWEPT PATH ANALYSIS

Client

SPEEDY FUELS LTD

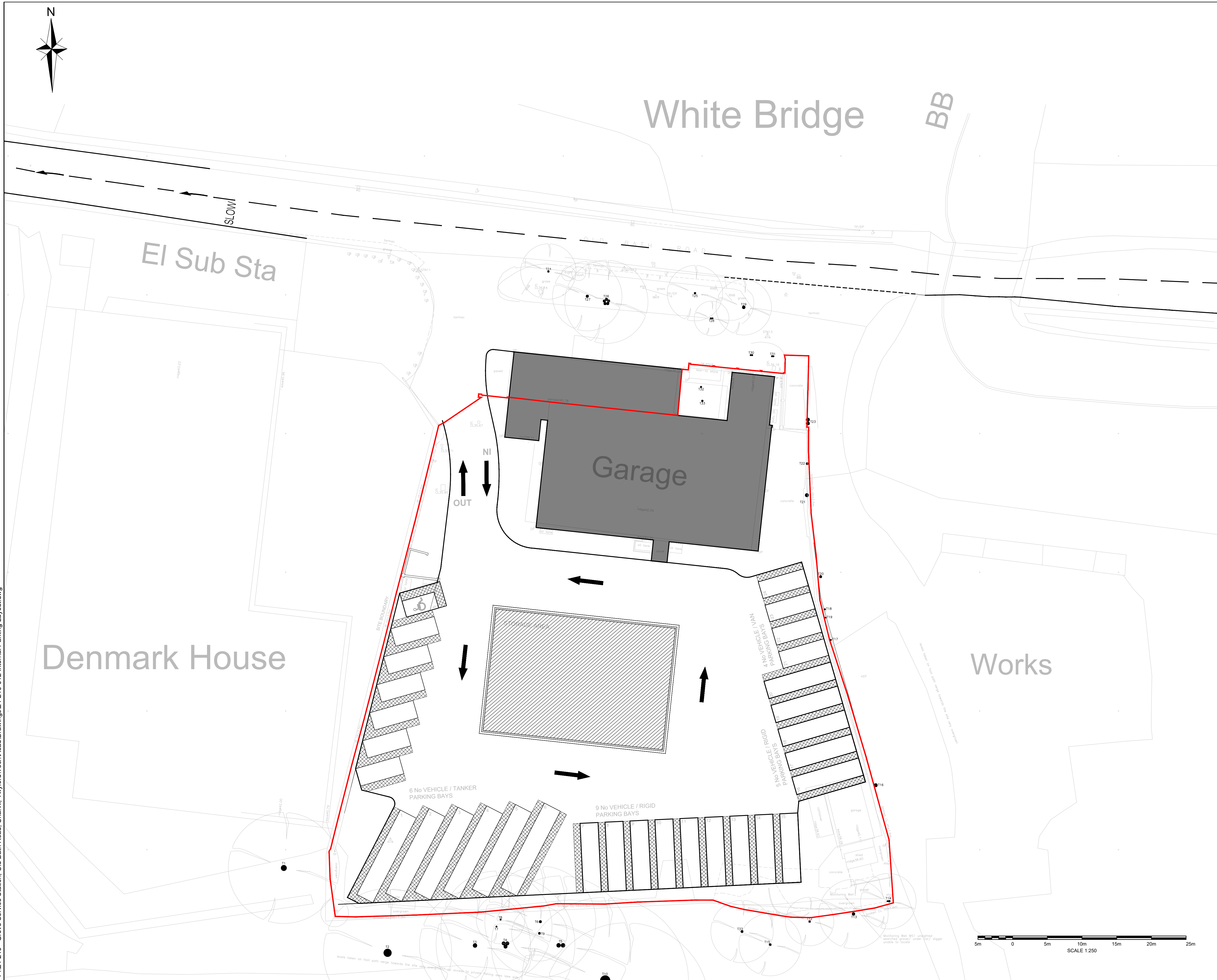
Scale	Date	Designed
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Drawn	Checked	Approved
MN	AM	MJB
Job No	Drawing No	Rev
24-210	24-210-002	B



NOTES	
KEY	
	REDLINE BOUNDARY
SWEPT PATH ANALYSIS IS BASED ON THE FOLLOWING VEHICLE:	
Oil Tanker	
Overall Length	15.289m
Overall Width	2.500m
Overall Body Height	2.704m
Min Body Ground Clearance	0.419m
Track Width	2.450m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	6.670m

A MINOR UPDATES		BJ	AM	MB	07.02.25
Rev	Amendments	Dm	Chk	App	Date
18-21 Morley Street, London, SE1 7QZ					
Telephone: 02076 202444 Fax: 02076 201168 E: info@odysseyconsult.co.uk W: www.odysseyconsult.co.uk					
Job Title					
GROVE SERVICE STATION, OLD BATH ROAD, CHARVIL, TWYFORD					
Drawing Title					
15.2M OIL TANKER PARKING SWEPT PATH ANALYSIS					
Client					
SPEEDY FUELS LTD					
Scale	Date	Designed			
1:250 @A1	SEP 24	MN			
Drawn	Checked	Approved			
MN	AM	MJB			
Job No	Drawing No	Rev			
24-210	24-210-005	A			

P:\24-210 - Grove Service Station, Old Bath Road, Charvil, Twyford\TechAcad\Drawings\24-210-012 Internal Parking Layout.dwg



NOTES

KEY

REDLINE BOUNDARY

A	MINOR UPDATES	BJ	AM	MB	12.02.25
Rev	Amendments	Dm	Chk	App	Date

ODYSSEY

18-21 Morley Street,
London,
SE1 7DZ

Telephone: 02076 202444
Fax: 02076 201168
E: info@odysseyconsult.co.uk
W: www.odysseyconsult.co.uk

Job Title

GROVE SERVICE STATION, OLD
BATH ROAD, CHARVIL, TWYFORD

Drawing Title

INTERNAL PARKING LAYOUT

Client

SPEEDY FUELS LTD

Scale	Date	Designed
1:250 @A1	JAN 25	BJ
Drawn	Checked	Approved
BJ	AM	MJB
Job No	Drawing No	Rev
24-210	24-210-012	A

Appendix A

Pre-Application Feedback

Date: 8 November 2024
Application: 242203



WOKINGHAM
BOROUGH COUNCIL

Andrew Milliken
Odyssey Consult
18 Morley Street
London
SE1 7QZ

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

Minicom No: (0118) 974 6991

Pre-application Advice Response Letter

Application Number: 242203

Site Address: Grove Service Station, Old Bath Road, Charvil, Twyford,
RG10 9QJ

Expiry Date: 8 November 2024

Proposal: Pre-application advice for the proposed development of the existing service station to create a fuel oil storage and distribution facility, including installation of fuel oil storage tanks and parking spaces plus ancillary development.

Dear Andrew Milliken

Thank you for your request for planning advice which was validated on 4 September 2024. This letter follows the pre-app meeting which was held on 5 November 2024 and will provide advice about your scheme and what you may need to do when submitting a planning application.

At this stage, we have not consulted anyone else about your scheme, such as neighbouring properties, but we would do so if a planning application is submitted. Before you submit a planning application, we recommend that you carry out your own public consultation and provide evidence of this through a Statement of Community Involvement.

We have provided a [frequently asked questions page](#) to answer some of the common queries about planning which will help explain the planning application process.

Description of Proposal

Advice is sought for the partial redevelopment of the site to create a fuel oil storage and distribution facility with ancillary parking, office space and a vehicle wash down

facility. No plans have been submitted at this stage. However, it is understood that the proposal would accommodate a fleet of up to 15no. 15.2m HGV's with 8no. surface mounted fuel storage tanks. The site would be reconfigured to provide parking for the HGV's, staff and turning areas.

It is understood that the large building located towards the rear of the site would be demolished, while portacabin buildings would be erected/installed. It is not clear whether the use of the main building towards the front of the site, which is understood to be in use as a MOT/Service garage and gym, would be subsumed into the proposed use, or whether it would continue to be used as it is currently.

Site and Surroundings

The site is located between the settlements of Twyford (approx. 150m to the East) and Charvil (approx. 250m to the West) within designated Countryside. The site forms part of a cluster of buildings of mixed commercial uses which borders Charvil Country Park while open countryside lies to the North. The site is accessed from Old Bath Road (A3032) which connects the two settlements.

The site currently consists of 2no. two storey red brick buildings with steel frames, with the garage fronting the site, and smaller single storey buildings to the rear serving different uses associated with the vehicle service business as well as a gym. The adjacent Denmark House is a single building which, while made of similar external materials to the main buildings on site, has a lighter appearance.

The site is bordered by mature trees to the east, west and south, while a grass bank with several mature trees adjacent to the highway offers a slight green buffer. However, the site as a whole has been paved over with very limited examples of soft landscaping. While the bordering trees offers a level of screening the site is highly visible from the highway.

Planning Constraints

The following planning constraints have been identified in relation to the site:

Scale and Location of Development Proposals - Countryside

Contaminated Land Consultation Zone

Bat Roost Habitat Suitability

Great Crested Newt Consultation Zone – Red Risk Zone

Ground Water Zones

Adjacent to Local Wildlife Site – Twyford Gravel Pits (Loddon Reserve & Charvil Country Park)

Local Wildlife Sites Consultation Zone

Radon Affected Area

Landscape Character Assessment Area – Loddon River Valley with Open Water

Flood Zones 2 and 3

Assessment of Proposal & Key Issues

Principle of Development: The National Planning Policy Framework has an underlying presumption in favour of sustainable development which is carried through to the local Development Plan. Policy CC01 of the MDD Local Plan states

that planning applications that accord with the policies in the Development Plan for Wokingham Borough will be approved without delay, unless material considerations indicate otherwise.

Development within the Countryside:

The site is located outside of settlement limits in the countryside as designated by Core Strategy policy CP9 and MDD Local Plan policy CC02. Core Strategy policy CP11 does not ordinarily permit development outside of settlement limits apart from where one or more of the exceptions set out in the policy apply. The relevant exceptions which should be considered in this case are:

- 1) It contributes to diverse and sustainable rural enterprises within the borough;
- 2) It does not lead to excessive encroachment or expansion of development away from the original buildings;
- 3) It is contained within suitably located buildings which are appropriate for conversion, or in the case of replacement buildings would bring about environmental improvement;

The site is not designated as a Core Employment Area (CEA) within Core Strategy Policy CP15. This policy indicates that most employment development will be carried out within the designated CEAs, outside of CEAs there is scope for proposals within development limits i.e. not Countryside. However, the supporting text for MDD Policy TB11 confirms that Policy CP11 is the relevant employment policy for proposals outside of development limits.

While there is no explicit definition of a “rural enterprise” within planning policy, Paragraph 84 of the NPPF is useful in clarifying that planning policies and decisions should enable the “sustainable growth and expansion of all types of businesses in rural areas both through conversion of existing buildings and well-designed new buildings”. Therefore, it would be unreasonable to limit the interpretation of ‘rural enterprise’ to not include those existing enterprises which are located and operate in rural location such as this. As such, it is not considered that the economic approach of the NPPF would directly conflict with the relevant provision of policy CP11.

The proposed use of the site for fuel oil storage and distribution, which from the information provided appears to fall under a sui generis use class, would constitute a change of use of the site. However, it would ultimately be a commercial activity which would normally be expected in out-of-town locations. Moreover, Denmark House adjacent to the site comprises a storage and distribution facility within the countryside. The NPPF supports the expansion and increased variety of these types of existing businesses within the countryside and the proposal is therefore not considered to conflict with the first exception under Policy CP11.

Paragraph 89 of the NPPF provides further emphasis on the need to consider sites outside of development limits for suitable employment development, encouraging the use of previously development land and sites that are physically well related to existing settlements where suitable opportunities exist. The NPPF defines previously developed land as *“Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface*

infrastructure.” Although the site is relatively isolated in between the two adjacent settlements, the proposal would be deemed as within previously developed land.

Drawings or full details showing the proposed fuel storage tanks, ancillary buildings or the existing buildings on site has not been submitted at this stage. The Council's planning records and historic Ordnance Survey maps indicate that the original building on site is the existing building which fronts the highway and that the area to the rear of the site was an open storage area before the erection of additional buildings.

In accordance with exceptions 2) and 3) of policy CP11, the proposal should not result in the significant increase in built form away from the original building while any replacement buildings should bring about environmental improvements on the site. Due to the nature of the proposal, it is acknowledged that any proposed built form would likely be mitigated by the demolition of the existing building towards the rear boundaries of the site. Any proposed sustainability measures should be laid out in a Sustainability Statement with the submission of any planning application.

Overall, subject to further information, the proposed development could comply with relevant policy CP11 and would be supported by the NPPF in principle subject to there being no unacceptable impacts and when weighed against other policy aims. It is therefore likely to be acceptable in principle, subject to the other considerations assessed below.

Design and Character of the Area:

Commercial development: Policy CP3 of the Core Strategy states that development must be appropriate in terms of its scale, mass, layout, built form, height and character of the area and must be of high quality design. NR1 of the Borough Design Guide states development should respond to key characteristics and features of the site. Additionally:

- NR2 states that proposals should improve the area
- NR3 requires a positive arrival impression for all modes of transport
- NR4 requires that buildings address the street
- NR5 notes that height, bulk and massing should respond to the local context
- NR6 requiring a moderation of impact where there are differences in height
- NR7 requires that roofs be designed to the context of the area, including visibility
- NR8 requires high quality and simple materials and components
- NR9 states that large floorplates must be designed to minimise potential impact upon the character of the area
- NR10 of the Borough Design Guide SPD states that car parking is to be unobtrusive and landscaped
- NR11 requires that servicing be screened
- NR12 requires consideration of boundary treatments
- R13 requires that new public spaces and routes contribute to the quality of the public realm

No information relating to the design and siting of the proposal has been submitted at this stage. However, any proposed built form associated with the change of use would be viewed in the context of the existing commercial use of the site, including the main building to be retained, and Denmark House adjacent to the west.

It is not clear whether the proposed change of use would incorporate the site's frontage, or would effectively split the use of the site. The proposal would provide the opportunity to improve the site's contribution to the verdant character of the surrounding Countryside through a landscaping scheme, with a particular focus on the open space at the front which could further mitigate the scheme's visual impact. The mature trees adjacent to the site's rear boundaries provides a green backdrop for the site, any proposed built form should not block views from the public realm (Old Bath Road).

In terms of the scale of activity proposed, more information on the proposed hours of operation, vehicular movements and the maximum number of staff and customers on site at any time would need to be provided with the submission of any application. It would be useful to understand the scale of the current activities on the site to establish the comparative impact of the proposal.

Subject to details on activity and the scale of the proposed use, the design and appearance of any associated operational development, and a proposed landscaping scheme for the site, the proposal could have an acceptable impact on the immediate character of the area and the wider verdant character of the Countryside.

Neighbour Amenity: Policy CP3 of the Core Strategy aims to protect neighbouring amenity and R23 of the Borough Design Guide SPD requires that extensions relate to neighbouring properties.

The proposal would be situated a significant distance (approx. 150m) from residential properties to the east and even further from properties to the west. It is therefore unlikely that the development would result in unacceptable harm to residential amenity in terms of noise or disturbance.

Highway Access and Parking Provision:

Full comments from the Council's Highways Officer attached.

Policy CC07 and Appendix 2 of the MDD Local Plan stipulates minimum off street parking standards, including provision for charging facilities. P3 of the Borough Design Guide SPD notes that parking spaces are to be a minimum of 5m x 2.5m and there should be 6m separation between the two rows of parking spaces to allow for safe manoeuvring.

For future calculations, the parking calculator can be found at [Transport evidence \(wokingham.gov.uk\)](https://transportevidence.wokingham.gov.uk)

Policy CC07 and Appendix 2 of the MDD Local Plan stipulates minimum cycle parking standards and Policies P2 and P3 of the Borough Design Guide SPD ensure

that it is conveniently located, secure and undercover and provided where it is compatible in the streetscene.

The transport implications of the proposal were discussed at the pre-app meeting. Full comments from the Highway Officer are attached to this response letter. In summary:

- Details of the maximum achievable visibility splays must be provided with any full planning application. A speed survey should be carried out in support of the application.
- It was suggested that the eastern access would not be suitable for HGV access and could be retained for staff parking or similar low level of vehicle movements. The western access would be preferable.
- Twyford should be avoided if possible by HGV traffic. Further details on the likely destinations of the HGV tankers and of the preferred route(s) to the strategic highway network should be provided with any planning application.
- Full parking provision should be provided with any planning application.
- The owner's existing site in Iver should be surveyed to demonstrate likely traffic generation.
- A Transport Statement would be sufficient to accompany the full planning application and the suggested content was acceptable.

Landscaping and Trees:

Full comments from the Council's Senior Landscape Officer attached.

Policy CC03 of the MDD Local Plan aims to protect green infrastructure networks, promote linkages between public open space and the countryside, retain existing trees and establish appropriate landscaping and Policy TB21 requires consideration of the landscape character.

A large number of trees grow close to the southern and eastern boundaries of the site as well as in the landscaped area to the front of the site and which contribute to the character of the surrounding area including the adjoining Country Park. The proposed development could have a direct or indirect impact on the surrounding trees, a Arboricultural Impact Assessment in accordance with BS5837:2012 should be submitted with any future planning application.

Any planning application will need to demonstrate how the proposals have addressed the requirements of the Wokingham Borough Landscape Character Assessment in accordance with MDD Local Plan policy TB21.

Ecology: Policy TB23 of the MDD Local Plan requires the incorporation of new biodiversity features, buffers between habitats and species of importance and integration with the wider green infrastructure network.

The Council's Ecology Officer has reviewed the proposal and advised the following:

Habitat and species surveys would be needed to consider the direct and indirect impact of the proposals including hydrology, lighting, transportation and potentially air pollution on the adjacent habitat/s of principle importance

and locally and national designated sites in the 'Zone of Influence'. I recommend that a competent ecologist completes a Ecological Impact Assessment in accordance with all best practice guidance from CIEEM, BS42020 using best practice methodologies including UK Habitats. Where more than 25m² of biodiversity habitat will be lost the application would be liable for a Biodiversity Gain Condition and a Statutory metric, pre and post habitat plans should be submitted, and I suggest a BNG assessment would also be recommended.

The site is located within the Loddon Valley Gravel Pits Biodiversity Opportunity Area (BOA), recommendations for biodiversity enhancements should be included within an enhancement strategy. The site is adjacent to Twyford Gravel Pits Local Wildlife Site (LWS), any application will need to consider potential impacts on the LWS and any required mitigation measures.

The site is within a red risk zone identified in the Great Crested Newt district licence approved by Natural England, explicit consideration of the potential impact on these species must be demonstrated. A bat survey should also be carried out if the proposal includes the demolition of any existing buildings. An Ecological Impact Assessment which addresses the above must be submitted as part of any planning application.

Surveys should be carried out by suitably experienced ecologists who are a member of a professional organisation such as the Chartered Institute of Ecology and Environmental Management and / or are licensed or accredited by Natural England to survey protected species. Some ecological surveys are seasonal and this should be factored into the project timeframe.

An Extended Phase 1 Habitat Survey is a standardised technique for environmental audit and involves classifying and if required mapping habitats on and adjacent to the application site. The survey is then 'extended' and any features or habitats that are likely to be of importance for notable or protected species, and or prove to be a constraint to development are investigated further and described.

If the surveys show that the site contains habitats suitable for protected species further surveys for species such as reptiles and bats may need to be carried out.

Paragraph 99 of the government Circular 06/05: Biodiversity and Geological Conservation - Statutory Obligations and Their Impact within the Planning System (this document has not been revoked by the National Planning Policy Framework) states that:

"It is essential that the presence or otherwise of protected species, and the extent that they may be affected by the proposed development, is established before the planning permission is granted, otherwise all relevant material considerations may not have been addressed in making the decision. The need to ensure ecological surveys are carried out should therefore only be left to coverage under planning conditions in exceptional circumstances, with the result that the surveys are carried out after planning permission has been granted."

Biodiversity Net Gain: Biodiversity Net Gain is mandatory for major and minor planning applications unless the development meets the exception criteria set out in [paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990](#) the [Biodiversity Gain Requirements \(Exemptions\) Regulations 2024](#), and [The Environment Act 2021 \(Commencement No. 8 and Transitional Provisions\) Regulations 2024](#). In the event planning permission is granted, and the exceptions do not apply, paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 grants permission subject to the condition “(the biodiversity gain condition”) and that development may not begin unless:

- a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- b) the planning authority has approved the plan.

Further guidance for developers can be found on the Government’s website:
<https://www.gov.uk/government/collections/biodiversity-net-gain>.

Building Sustainability: Policy CC04 of the MDD Local Plan and the Sustainable Design and Construction SPD require sustainable design and conservation and R21 of the Borough Design Guide SPD requires that new development contribute to environmental sustainability and the mitigation of climate change.

A Sustainability Statement should form part of the Design and Access Statement/Planning Statement and should include measures related to water, drainage, energy and carbon emissions in accordance with Policies CC04 and CC05 of the MDD. It should consider building design that takes advantage of sunlight and uses recycled or sustainable building materials, building insulation, energy efficient and water saving appliances (such as an energy efficient gas powered boiler), photovoltaic panels, compost facilities and cycle storage as well as water butts and soak-aways for rainwater reuse, permeable car parking surfaces and maximisation of soft landscaping for natural infiltration.

The Council’s Lead Sustainability Planning Officer has reviewed the proposal and advised the following:

There will be opportunities to follow sustainable development principles here:

- sustainable demolition, taking opportunities for material reuse or recycling
- minimisation of excavation
- sustainable design and construction of new ancillary buildings to ensure they do not generate excessive embodied or operational emissions
- provision of EV charging
- provision of permeable hardstanding where possible

All of the above can positively contribute to the sustainability of the proposal. The applicants should refer to CS CP1 and MDD CC04 and CC05 as clarified by the Climate Change Interim Policy Position Statement (CCIPPS) to establish which sustainability policies must be complied with in this case.

Flood Risk and Drainage:

Full comments from the Council’s Flood Risk and Drainage Officer attached.

Policy CC09 of the MDD Local Plan requires consideration of flood risk from historic flooding and policy CC10 requires sustainable drainage methods and the minimisation of surface water flow.

The site appears to fall within Flood Zones 1, 2 and 3, **it is not known at this stage whether any of the associated operational development would be sited within Flood Zones 2 or 3.** The Council's Flood Risk and Drainage Officer has reviewed the proposal and advised that a Flood Risk Assessment would need to be submitted with any planning application which addresses the different types of flooding, and how any potential pollution issues will be dealt with given that there is a main river network in the area.

Environmental/Public Health:

While the Council holds no specific information to indicate that the site may be contaminated, the site is listed as formerly being a scrap metal dealer and as such having potentially contaminated land. On a precautionary basis the possibility of contamination should be considered when a full planning application is submitted. The Council's Environmental Health Officer has subsequently recommended an investigation and risk assessment prior to submission which would also avoid the need for a pre-commencement condition.

Full details on how fuel oil will be safely stored on site, and any potential risks to public health from this activity, must be included within any planning application. Adequate spill and leak safety precautions will need to be clearly demonstrated especially due to the site's proximity to the River Loddon and large bodies of water. In principle, WBC Emergency Planning is against development within the floodplain (Flood Zone 3).

Regarding fuel oil storage, more information would need to be provided to understand if there is a risk to the local population and how this will be mitigated. Consultation of the Health and Safety Executive should be sought for this to be determined. If required by HS&E, an emergency plan would also be conditioned for this risk if a full planning application was recommended for approval.

Waste Storage:

Policy CC04 of the MDD Local Plan requires adequate internal and external storage for the segregation of waste and recycling as well as provision for green waste and composting and an appropriate area for ease of collection.

Summary

In summary, full information would need to be submitted with any full planning application to demonstrate that the proposed use of the site would have an acceptable impact on the character of the area, the highway network, important local ecological areas, environmental/public health and all other material considerations discussed. However, the principle of this commercial activity within the countryside would likely be supported by the NPPF and the Local Development Plan.

Subject to the requested information highlighted throughout this response being provided with a full planning application, the scheme would likely be acceptable in principle.

Submitting a Planning Application

Once you are ready to apply, please submit an application through the [Planning Portal](#). Specific documents are set out in the appendices below but refer to the Local Validation List available on the council's [how to apply for planning permission page](#) to assist you with ensuring the plans and documents submitted meet our validation requirements.

Other Guidance

Your development may also require Building Regulation approval to ensure it is built to national safety, design, and environmental standards. The Council's Local Authority Building Control (LABC) service offers a full range of plan approval, inspection, and associated services through an ISO9001 nationally accredited team of qualified building surveyors. These surveyors work closely with the Council's planning department to ensure the appropriate construction of your build. To find out more visit the Council's [Building Control website](#) or call 0300 790 0580 to speak to a member of the team.

If your project requires a dropped kerb on the road in front of your house then you may require consent from the highway authority; further information is available on the Council's [dropped kerbs page](#). Finally, if your project includes 100 sqm or more of new floor area then it is liable for the community infrastructure levy. Refer to the Council's [CIL page](#) for more information.

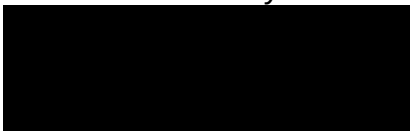
This concludes the pre-application process and I trust that this informal advice is of use to you. Please be aware that it is given without prejudice to any future decision that the Council may take. If you would like further advice, then a new pre-application submission and associated fee will be required.

Yours sincerely,

Marcus Watts

Planning Officer

Authorised by:



Enc. Appendices one to five

Appendix One – Relevant Policies and Guidance

The relevant policies associated with this proposal are as follows:

National Policy	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG)
Core Strategy 2010 (CS)	CP1 – Sustainable Development CP3 – General Principles for Development CP4 – Infrastructure Requirements CP6 – Managing Travel Demand CP7 – Biodiversity CP9 – Scale and Location of Development Proposals CP11 – Proposals Outside Development Limits CP15 – Employment Development
Managing Development Delivery Local Plan 2014 (MDD Local Plan)	CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits CC03 – Green Infrastructure, Trees and Landscaping CC04 – Sustainable Design and Construction CC05 – Renewable Energy and Decentralised Energy Networks CC06 – Noise CC07 – Parking CC09 – Development and Flood Risk CC10 – Sustainable Drainage TB11 – Core Employment Areas TB12 – Employment Skills Plan TB20 – Service Arrangements and Deliveries for Employment and Retail Use TB21 – Landscape Character TB23 – Biodiversity and Development
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List Sustainable Design and Construction Supplementary Planning Document

Appendix Two – Site History

The relevant planning applications associated with this site are as follows:

Application Number	Description	Decision & Date
O/146/69	Redevelopment, including storage and workshop building, open storage, car parking and landscaping	C/A 23/02/1970
R/246/70	Erection of workshop/storage building	C/A 1/10/1970
05380	Store for garage repair shop	C/A 28/10/1976
06961	Store for damaged cars & replacement parts	C/A 27/10/1977
15782	Single storey office building	C/A 02/07/1981

96/64368/F	Extension to reception area	C/A 19.11.1996
F/2000/2351	Erection of paint spray booth	C/A 20.10.2000
F/2002/7828	Amendment to F/2000/2351	C/A 08/12/2002
F/2008/1269	Proposed erection of new building for B1C Use	Allowed at Appeal 27/04/2009
EXT/2011/2593	App to extend implementation date of F/2008/1269 for a further 3 years.	C/A 03/02/2012

Appendix Three – Consultee Responses

The relevant consultee responses are summarised below. Where indicated, responses are attached in full.

Consultee	Summary
WBC Environmental Health	Summarised within the response – further information required.
WBC Drainage	Full comments attached.
WBC Highways	Full comments attached.
WBC Landscape and Trees	Full comments attached.
WBC Ecology	Summarised within the response – further information required.
WBC Emergency Planning	Summarised within the response – further information required.
WBC Sustainability	Summarised within the response – further information required.

Appendix Four – Validation Requirements

The documents required for validating any future planning application are as follows:

- – required document
- – possibly required document: these may either help determine an application or resolve the need to use a pre-commencement condition

Please note supporting information with regards to what details are required for each document are contained on the following page on the Council's website: [how to apply for planning permission page](#).

Standard Documents

Application form	●
Location Plan (1:1250) and Block Plan (1:500)	●
All plans to metric scale and to show existing and proposed	●
- Floor Plans	
- Elevation Plans	
- Roof Plans	
- Site Layout Plan	
Correct fee (where one is necessary)	●
CIL Form 0	●

Additional Documents

Ecological Surveys and report	●
Design and Access Statement	●
Flood Risk Assessment	●
Tree Survey / Arboricultural Statement	●
Transport Statement	●
Biodiversity Enhancement Strategy	○
Sustainability Statement	○
Land Contamination Investigation	○
Landscape Proposal	○

Appendix Five – Legal Agreements and Community Infrastructure Levy

If your development requires a legal agreement pursuant to section 106 of the Town and Country Planning Act, this will need to be signed and completed prior to determination of any application. Preparing and completing an agreement will be carried out by the Council's legal department and is subject to a separate charge and Land Registry fee. A section 106 agreement may be required to facilitate the mandatory Biodiversity Net Gain **unless the proposed development is exempt**.

As the proposal is for commercial development, it **would not** be liable to pay the Community Infrastructure Levy (CIL).

MEMORANDUM

From:	AC		
Service	WBC Highways	App No:	242203
Address:	Grove Service Station, Old Bath Road, Charvil, Twyford, RG10 9QJ.		
Proposal:	Pre-application advice for the proposed development of the existing service station to create a fuel oil storage and distribution facility, including installation of fuel oil storage tanks and parking spaces plus ancillary development.		
Type of Development:			
Site Visit Made:	Yes/No		

Comments On Proposal

Meeting notes (5/11/204) to be read in conjunction with Highway comments memo dated 9/9/24.

AM – Andrew Milliken
GA - Gordon Adam
AC - Adam Coggins

Access

Details of the maximum achievable visibility splays are to be provided. Old Bath Road is subject to a 40mph speed limit. GA requested that AM installs an ATC to give actual speed data and flow data to calculate the % of any peak hour traffic impact . AC confirmed that the existing use would generate a number of vehicle movements and therefore if there were to be comparable movements from the proposed use, WBC could consider a relaxation of full standards due to this being an existing access.

AM confirmed that the existing eastern access would have restricted visibility splays to the east. AC suggested eastern access could be retained for staff parking or similar low level of vehicle movements.

Based on the above it is likely that WBC Highways would prefer use of the western access for both in/out movements, providing swept paths can be demonstrated and turning area can be achieved within the site.

Highway Network

GA recommended that Twyford Town Centre should be avoided if possible by HGV traffic. AC asked for further details on the likely destinations of the HGV tankers and details of the preferred route(s) to strategic highway network. AM indicated that the tankers would predominantly be serving London area.

AC suggested that longer operational hours could help spread the movements to reduce any peak hour impact.

Parking

AM confirmed that the existing building to the north of the site would be retained and that it was likely that all current uses would remain apart from the gym at the front.. This would result in a level of parking being justified for the proposed use only. AC asked for clarification on this to be submitted.

Turning

It was agreed that the internal site layout should provide for suitable turning area for all vehicles to enter and leave the site in forward gear and this shall be demonstrated by swept paths.

Traffic Generation

WBC agreed that a 'first principles' approach to traffic generation would be considered acceptable in this instance due to the lack of specific survey data within TRICS. AM has provided details of a similar operation in Warrington which could be used to give a pro-rata calculation of vehicle trips. GA asked if the use proposed for this site is currently in operation. This site would be a replacement to one in Ivor, which it is due to be closed within 6mths, and therefore GA requested a survey of the applicants existing site to use this data with the Warrington site to help formulate an accurate predicted trip generation.

Transport Statement

WBC confirmed a Transport Statement would be sufficient to accompany the planning application and were happy with the suggested content and this shall also incorporate the information discussed during the meeting.

Date:	6/11/24	Signed:	AC
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MEMORANDUM

From:	AC		
Service	WBC Highways	App No:	242203
Address:	Grove Service Station, Old Bath Road, Charvil, Twyford, RG10 9QJ.		
Proposal:	Pre-application advice for the proposed development of the existing service station to create a fuel oil storage and distribution facility, including installation of fuel oil storage tanks and parking spaces plus ancillary development.		
Type of Development:			
Site Visit Made:	Yes/No		

Comments On Proposal

Limited information has been provided with the submission. The applicant's description of works is as follows:

Development of the existing service station to provide fuel oil storage and distribution capability. The rear of the site would be redeveloped to provide fuel oil storage tanks and fifteen parking spaces for fuel oil tankers. Additional ancillary facilities including a small office space, vehicle wash down facility and six car parking spaces for staff would be provided. No change would be made to vehicle access/egress arrangements. A pre-applications scoping note would be sent over ahead of the pre-application meeting.

Highways DC will require a Transport Statement to be submitted with any planning application. This shall include the following:

- Assessment of the access arrangements to ensure that they are suitable to serve the proposed development, including access by fuel oil tankers. Swept path analysis will need to be provided.
- Demonstrate suitable turning area for fuel oil tankers within the red line boundary and to ensure all vehicles can enter and leave the public highway in forward gear.
- Assessment of trip generation for the proposed use and comparison with the existing lawful use of the site. Include vehicle movements associated with any retained use to the front of the site.
- Provide justification for the level of parking. This shall include the proposed oil tanker parking, the level of staff parking (in accordance with WBC standards or if there is a departure from this, provide full evidence to justify), visitor parking and an appropriate level of parking for any retained use of the site.

- Provide a Sustainability assessment (and Travel Plan, subject to the proposed level of staff).
- Provision of secure and covered cycle storage for staff and visitors.
- Electric Vehicle Charging points for staff and visitors.
- Framework construction method statement.

Date:	9/9/24	Signed:	AC
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MEMORANDUM

From:	Boniface Ngu Flood Risk & Drainage		
Service	WBC Drainage	App No:	242203
Address:	Grove Service Station, Old Bath Road, Charvil, Twyford, RG10 9QJ.		
Proposal:	Pre-application advice for the proposed development of the existing service station to create a fuel oil storage and distribution facility, including installation of fuel oil storage tanks and parking spaces plus ancillary development.		
Type of Development:			
Site Visit Made:	No		

Summary Of Recommendations

Comments On Proposal

The redline boundary indicates that the site falls within flood zones 1, 2 & 3.

The site currently serves as an existing service station and the development proposes to provide fuel oil storage and distribution capability, as well as fuel oil storage tanks and fifteen parking spaces for fuel oil tankers, to the rear of the site.

We would anticipate seeing a Flood Risk Assessment (FRA) that addresses the different types of flooding, as well as details of how pollution issues will be dealt with, given that there is a main river network in the area.

The FRA should demonstrate that there will be no development within the climate change flood outline, agreed with the Environment Agency.

On top of the above, the FRA should address the following:

1. Calculations indicating the Existing runoff rate from the site.
2. Full calculations demonstrating the performance of capacity of attenuation features to cater for 1 in 100-year flood event with a 40% allowance for climate change and runoff controlled at existing rates, or preferably better.
3. If connection to an existing surface water sewer is proposed, we need to understand why other methods of the SuDS hierarchy cannot be implemented and see confirmation from the utilities supplier that their system has got capacity and the connection is acceptable.
4. A description of how the proposed development will deal with surface water overland flows.

5. Groundwater monitoring confirming seasonal high groundwater levels in the area.
6. A drainage strategy plan indicating the location and sizing of SuDS features, with the base of any SuDS features located at least 1m above the seasonal high water table level.
7. Details demonstrating how any SuDS for this development would be managed throughout the lifespan of the development and who will be responsible for maintenance.

The approved scheme shall be implemented prior to the first occupation of the development and shall be maintained in the approved form for as long as the development remains on the site.

This is to prevent increased flood risk from surface water run-off. Relevant policy: NPPF (2023) Section 14 (Meeting the Challenge of Climate Change, Flooding and Coastal Change), Core Strategy policy CP1 and Managing Development Delivery Local Plan policies CC09 and CC10.

Conditions & Reasons (if required)

Please use this section to detail any conditions that are required to make this development acceptable in planning terms. All conditions should be accompanied by reasons.

Date:	09/09/2024	Signed:	Boniface Ngu
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MEMORANDUM

From:	Catherine Brimble Senior Landscape Officer	
Service	WBC Landscape and Trees	App No: 242203
Address:	Grove Service Station, Old Bath Road, Charvil, Twyford, RG10 9QJ.	
Proposal:	Pre-application advice for the proposed development of the existing service station to create a fuel oil storage and distribution facility, including installation of fuel oil storage tanks and parking spaces plus ancillary development.	
Type of Development:		
Site Visit Made:	Yes/No	

Summary Of Recommendations

Comments On Proposal

The site is located within the countryside and surrounded by Charvil Country Park the majority of which is designated as a Local Wildlife Site.

Limited information has been submitted with this application regarding the actual form of what is being proposed. However some additional details on the development proposals are included in the recently submitted Transport Pre-application Scoping Note.

Although this is a brownfield site with existing buildings and extensive hardstanding we will need to understand the size and form of the eight surface mounted fuel tanks as well as the size, form and location of the double bunds indicated in the Scoping Note.

A large number of trees grow close to the southern and eastern boundaries of the site as well as in the landscaped area to the front of the site and which contribute to the character of the surrounding area including the Country Park. The proposed development could possibly have a direct or indirect impact on the surrounding trees, and this will need to be considered and addressed in any application in accordance with Local Plan Policy CC03.

As the site is within the countryside any application will need to demonstrate how the proposals have addressed the requirements of Wokingham Borough Landscape Character Assessment in accordance with MDD Local Plan Policy TB21. A Landscape and Visual Assessment will need to be undertaken to fully consider how

the proposals address the key characteristics of the relevant landscape character area(s) and specifically how the impacts of the development can be reduced and mitigated by sympathetic and appropriate design principles.

Date:	28 th October 2024	Signed:	C. Brimble
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