

Date: 27 February 2026
Application: 260417



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 260417

Applicant: Mr Paul Garner

Site Address: 299 Wokingham Road, Earley, Wokingham, RG6 7DU

Parish: Earley

Grid Reference: Easting - 475260, Northing - 171796

Type of Development: Other Change of Use

Proposal: Full application for the change of use of land for the temporary siting of a caravan for residential use for a period of up to five years. (Retrospective)

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 260417. 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 **22 March 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP [LS]		
Service	WBC Highways	App No:	260417
Address:	299 Wokingham Road, Earley, Wokingham, RG6 7DU.		
Proposal:	Full application for the change of use of land for the temporary siting of a caravan for residential use for a period of up to five years. (Retrospective)		
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 proposed application is for the retrospective change of use of land for the temporary siting of a caravan for residential use, for a period of up to five years. The unpermitted caravan, access creation and boundary treatment cannot be considered as the 'existing' states, but to be considered as the 'proposed plan'. The submitted plans have not reflected the pre-existing conditions and built elements of the site.

The Highways will have no objection in principle if this proposal is exclusively related to the temporary siting of caravan.

However, planning permission is required for creation of access onto classified road. The applicant shall clarify the intention if the access and boundary treatment form part of this planning application.

The planning officer shall advise if a lawful right of access is essential to form part of this application, can be sought via a separate planning application for any other built structures on site (including boundary treatment) that is not part of this proposal, or this can be secured via planning conditions. Regardless of the option, revised plans shall be provided to clearly indicate the proposed works of this proposal, which are referenced below.

Planning History

It is noted that there is relevant planning history associated with the site, particularly regarding the site access. Two previous applications have been refused for this site (WBC Application References: 250464 and 250467) in April 2025.

One of the two reasons for refusal for both applications was as follows:

“Insufficient information has been submitted to demonstrate that the entrance gates and widening of the dropped kerb would provide adequate visibility splays on either side of the access in the interests of Highways safety. This is contrary to Policy CP3 and CP6 of the Core Strategy.”

The entrance gates have been installed without planning permission, and in contrary to the comments provided by WBC Highways. Although this application (260417) does not propose any changes to the access, WBC Highways are expected to review the access arrangements and would have expected the applicant to demonstrate reasonable right of access at the proposed site and to the public highway as part of the planning application. In turn, the applicant is advised to revisit the previous comments provided by WBC Highways which have been reiterated in this response.

Sustainability

The site has previously accommodated a residential dwelling. On this basis, WBC Highways have no objection to the proposals on the grounds of sustainability.

Access

Previous Highways Comments

The A329 is a classified road. A new access arrangement therefore requires planning permission.

The proposed site access on the plans is indicated as centralised and gated. The applicant should provide full details of the proposed site access. The applicant should obtain separate consent from WBC's Traffic Management (TM) team for any amendments to the dropped crossing. Initial enquiries with TM, conducted in March 2025, indicate a preference for the utilisation of the existing access and dropped crossing onto Wokingham Road. Highways request that the proposed boundary wall and gate details are revised to accommodate this.

TM would not support any extension of the dropped crossing. Should the applicant wish to pursue a more centralised access, this will require part of the existing dropped crossing to be reinstated to full height kerbs. In addition, due to a utilities cover located in the footway, the applicant will need to seek permission from the relevant utilities company to alter this. It is advised that this takes place prior to issuing any planning consent as approval might not be forthcoming.

Should the principle of a new centralised access be agreed, Highways recommend that this be surfaces with a hard bound material for a distance of 10.0m from the edge of carriageway. It is recommended to secure this by condition. The applicant shall update the plans to indicate this change from 'shingle hardstanding' as currently shown.

The applicant shall provide vehicle visibility splays for 40mph in accordance with DMRB CD109, of 2.4m x 90m (60kph), or 2.4m x 120m (70kph). Highways also request a revised plan which provides pedestrian visibility splays of 2.0m x 2.0m either side of the access, measured to the back edge of the footway. The area within the visibility splays shall be clear of obstructions exceeding 0.6m in height.

The proposed plan indicates the site is to be gated. The proposed gates shall be set back a minimum distance of 5.0m from the edge of the carriageway. Clarification is sought on whether the gates are to be automated.

Subject to planning officer's confirmation for access arrangement to be essential as part of the planning application, the applicant should provide updated plans that clearly indicate the proposed access arrangement and the requested above detail.

Additional Highways Comments

The above information has not been provided and is still advised. It is noted that the gated access has been implemented and does not align with the existing dropped kerb meaning vehicle access and egress encroaching the public footway, which is considered illegal under Section 184 of the Highways Act 1980.

The submitted planning statement explains that changes have been made to the gate location and wall height along the frontage of the plot. However, separate consent from the TM team shall have been obtained before development. If the applicant is to provide revised plans which has additional labels added to confirm the required access works that have been approved and completed, and supporting evidence and photos would be welcomed.

Car Parking

WBC assume a caravan to comprise four habitable rooms. WBC requires two car parking space for a dwelling of this scale, at a minimum dimension of 2.5m x 5.0m. The applicant has indicated 4 car parking spaces at substandard dimensions. However, it is agreed that there is ample space to accommodate one car parking space of the required dimensions and Highways therefore have no concerns regarding car parking.

Cycle Parking

WBC require a caravan of the assumed scale to accommodate two cycle parking space. This can be accommodated in the rear garden, cycle storage or shed. The plans should be updated to include this.

Refuse Collection Arrangement

While kerbside collection will likely be suitable for this site, the applicant shall provide details on the refuse collection arrangement for the proposed caravan siting. This should be in accordance with Manual for Streets, which mandates a maximum carrying distance of 25m for refuse collection operators and 30m for households.

Summary

In principle, WBC Highways have no objection to the proposed change of use application, given that the required information set out above is provided by the applicant.

However, there is a concern regarding highways safety due to the implemented gated access which was not permitted. Furthermore, WBC Highways are not certain that the submitted block plans reflect all the built elements of the site and would welcome the applicant to provide updated plans where relevant.

Conditions & Reasons (if required)

Date:	19.03.26	Signed:	JP [LS]
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