

Date: 22 July 2026
Application: 261709



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

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Dear WBC Highways,

Discharge of condition Consultation

Application Number: 261709

Applicant: Apacor Ltd

Site Address: Eastheath House, Ground Floor, Eastheath Avenue, Wokingham, Wokingham, RG41 2PR

Parish: Wokingham

Grid Reference: Easting - 480384, Northing - 167821

Type of Development:

Proposal: Application for submission of details to comply with the following condition of planning consent 260652 dated 21/05/2026. Condition 5 (Parking Management Strategy).

Case Officer: Rowan Reynolds

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 261709. 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 **12 August 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	261709
Address:	Eastheath House, Ground Floor, Eastheath Avenue, Wokingham, Wokingham, RG41 2PR.		
Proposal:	Application for submission of details to comply with the following condition of planning consent 260652 dated 21/05/2026. Condition 5 (Parking Management Strategy).		
Type of Development:			
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

The applicant has submitted a Parking Management Strategy (PMS) to discharge Condition 5 of consent 260652. The applicant has confirmed that the site is benefitted from 12 no. allocated parking spaces adjacent to the service yard and 10 cycle parking spaces. The number of FTE staff is two.

As stated in the memo dated 11th May 2026, a PMS is conditioned to ensure the following can be managed properly:

- (a) parking demand between two sessions and
- (b) temporary parking demand during staff changeover, if applicable.

The applicant has proposed measures for (a), but has not proposed any management measures for (b). It is unclear if 2 FTE staff has referred to two staff per working slot, or 2 FTE at any one time. If it refers to two staff per working slot, the applicant is required to provide further details on managing temporary parking demand during staff changeover.

Regarding (a), the applicant shall clarify if site users are allowed to book consecutive sessions:

- If not, the applicant shall consider introducing short-stay parking limits for on-site parking provisions.
- If so, the applicant shall clarify what measures will be taken to differentiate parking abusers from site users booked for consecutive sessions.

The applicant shall include potential mitigating measures (e.g. reduce booking capacity, amend booking arrangement, or utilise unallocated parking spaces of the wider site with agreement from the landlord), in the event of consistent occurrence of overspilt parking, as part of this PMS.

Meanwhile, the applicant shall also clarify if the staff parking will be separated from visitor parking.

Conditions & Reasons (if required)			
Date:	7/8/2026	Signed:	JP