

**Date:** 14 May 2025  
**Application:** 250832



**WOKINGHAM  
BOROUGH COUNCIL**

WBC Highways

---

Development Management &  
Compliance

---

P.O. Box 157

---

Shute End, Wokingham

---

Berkshire, RG40 1BN

---

Tel: (0118) 974 6000

---

Minicom No: (0118) 974 6991

---

Dear WBC Highways,

**Full Planning Approval Consultation**

**Application Number:** 250832

**Applicant:** Mrs M Milsom

**Site Address:** Pavilion House, Mole Road, Sindlesham, Wokingham, RG41 5DU

**Parish:** Winnersh

**Grid Reference:** Easting - 477459, Northing - 169738

**Type of Development:** Other Change of Use

**Proposal:** Full application for the proposed change of use of the existing pavilion and sports changing facilities to provide an assembly hall and office facilities, with the erection of a single storey infill extension, changes to fenestration and addition of 2 no. canopy roofs.

**Case Officer:** Joanna Carter

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 250832. 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 found on the Z Drive at: [Z:\Standard Planning Conditions](#).

Your observations are required in respect of this application within **10 working days** of the above date or **15 working days** if the development type is classed as a major development.

Yours sincerely,  
Development Management & Compliance

# MEMORANDUM

|                             |                                                                                                                                                                                                                                                                               |                |        |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------|
| <b>From:</b>                | JP                                                                                                                                                                                                                                                                            |                |        |
| <b>Service</b>              | WBC Highways                                                                                                                                                                                                                                                                  | <b>App No:</b> | 250832 |
| <b>Address:</b>             | Pavilion House, Mole Road, Sindlesham, Wokingham, RG41 5DU.                                                                                                                                                                                                                   |                |        |
| <b>Proposal:</b>            | Full application for the proposed change of use of the existing pavilion and sports changing facilities to provide an assembly hall and office facilities, with the erection of a single storey infill extension, changes to fenestration and addition of 2 no. canopy roofs. |                |        |
| <b>Type of Development:</b> | Other Change of Use                                                                                                                                                                                                                                                           |                |        |
| <b>Site Visit Made:</b>     | 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 applicant proposes to extend and change the use of the existing sports pavilion of 152m<sup>2</sup> to an assembly hall and office of 159.5m<sup>2</sup>.

No significant traffic impacts are expected from the proposed change of use.

### Parking

According to the WBC Parking Standards, both the existing and proposed uses fall within Class D2 use (other), and it require one car parking space per 20m<sup>2</sup> public space.

By consider the proposed floor plan, the net increase of parking demand will likely be less than one space. The applicant also confirms that the proposed changes are unlikely to result in a change in occupancy of the buildings. Therefore, the retainment of existing shared parking spaces will be acceptable.

### Cycle Provision

As the applicant confirms that the proposed changes are unlikely to result in a change in occupancy of the buildings, no addition cycle provision will be required.

| Conditions & Reasons (if required) |           |                |    |
|------------------------------------|-----------|----------------|----|
|                                    |           |                |    |
| <b>Date:</b>                       | 15/5/2025 | <b>Signed:</b> | JP |