

Date: 7 January 2026
Application: 260002



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

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Berkshire, RG40 1BN

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 260002

Applicant: Josiah Millar

Site Address: 515 Reading Road, Winnersh, Wokingham, RG41 5HL

Parish: Winnersh

Grid Reference: Easting - 477513, Northing - 171055

Type of Development: Other Change of Use

Proposal: Full application for change of use from C3 Dwellinghouse to C2 Children's Home.

Case Officer: Tariq Bailey-Biggs

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 260002. 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 **28 January 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP [SW]		
Service	WBC Highways	App No:	260002
Address:	515 Reading Road, Winnersh, Wokingham, RG41 5HL.		
Proposal:	Full application for change of use from C3 Dwellinghouse to C2 Children's Home.		
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 works outlined in this application consist of a change of use from a dwelling (Use Class C3) to a children's home (Use Class C2). In addition, it is proposed that an additional floor will be added to the existing structure, and the existing garage is to be removed.

The proposed development will consist of 5 bedrooms and 9 habitable rooms (main dwelling). It is understood that the proposed site will have capacity for 4 children aged between 11-17 years old.

The existing outbuilding is to be extended and converted to habitable living space providing an additional bedroom and a total of 2 additional habitable rooms.

It is relevant to note that the same floor plan has been approved under application ref. 251840 for household extension. A previous refused certificate of lawfulness (Ref: 251112) for children's home is associated with this site.

Staff Arrangement

Section 5.46 '*Planning, Design & Access Statement*' state that there is to be a maximum of 3 members of staff at the property at one time. The applicant shall confirm the total number of staff and the shift pattern associated with the site.

Section 4.4 of the statement states that handover periods taking place at 07:00, 14:30 and 21:30 with typically one carer carrying out a nightshift from 21:30 to 07:00.

However, Section 5.47 state that the staff will work 12-hour shifts, with change over at 07:00 and 19:00 daily. WBC Highways recommend staggered staff handover periods that take place outside of the peak hours. However, the applicant shall confirm the proposed staffing arrangements, with the anticipated duration of the staff handover period.

Traffic Impact

It is understood that the site's location is in close proximity to sustainable transport modes, with on-road cycle lanes and bus stops available adjacent to the site. WBC Highways welcome the efforts to encourage the use of public transport or car share facilities. The 'Bearwood Path' bus stops provides access to bus services with an average frequency of circa 4 per hour in each direction.

The proposals indicate a shift of travel patterns with no trips to be generated during the peak hours of the wider highway network. Subject to the clarification of shift patterns, the intensification of use of the site is likely beyond the peak hours and the traffic impact of this given scale of development will not be significant, which is acceptable.

Access

The existing access is provided via Reading Road (A329) and is to be retained via the existing dropped kerbs. The proposed access arrangements are acceptable.

Given the proposed intensification of use and that the access is onto an A-Road, adequate visibility splays shall be retained for vehicles exiting the property. Any existing obstructions, such as hedges, shall be addressed to maintain clear sightlines. This is to be provided on a plan.

As the site is accessed via a classified A-road, it is recommended that all vehicles entering / egressing the site in the forward gear. The applicant shall demonstrate the manoeuvring of a large saloon car.

Car Parking

In accordance with WBC Parking Standards, the development is required to provide one parking space per full-time equivalent staff member and one visitor space for every 3 residents. For the proposals, this equates to a minimum of 4 parking spaces for the 3 staff on site at any one time, and 1 space for visitors for the 4 children.

The proposals state 5 car parking spaces are to be provided in the existing driveway. In addition to 3 spaces for staff, Section 4.7 of the DAS states there will be a '*house vehicle*', leaving one space for visitors. The applicant has not explained the use of the '*house vehicle*' which would be welcomed.

In principle, the provision of 5 spaces is acceptable if the applicant can demonstrate there is sufficient space for appropriate manoeuvring. However, it shall be noted that the minimum acceptable provision is 4 spaces.

The applicant shall provide a plan clearly showing the proposed parking spaces in line with WBC Parking Standards. The minimum dimensions of the parking spaces shall be 5.0m x 2.5m. A minimum of 6m driveway clearance shall also be provided for vehicle manoeuvring at forwards gear when leaving the highway.

Cycle Parking

The cycle provision in the WBC standards state that 1 LT (*long term*) space shall be provided per 5 members of staff. The cycle parking facilities shall utilise the total number of staff associated with the site.

Drawing '1403 15 a' shows direct access to the rear garden. It would be acceptable to locate the cycle storage facilities in the rear garden. A plan shall be provided clearly showing the location of the cycle storage facilities. The cycle storage shall be in line with WBC Cycle Parking Standards. This can be secured via planning condition.

Refuse Collection

It is expected that the existing refuse collection remains suitable for the proposed site. However, to avoid overspilling of wastes and recyclables to the driveway, the required area of the refuse collection point shall be confirmed with the council's Cleaner & Greener team.

Conditions & Reasons (if required)

Date:	20.01.2026	Signed:	JP [SW]
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