

Date: 25 November 2025
Application: 252624



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 252624

Applicant: Mr Adam Toop

Site Address: The Rose Toop Boatyard, Wargrave Road, Henley-On-Thames, RG9 3JD

Parish: Invalid code

Grid Reference: Easting - 476740, Northing - 182261

Type of Development: Minor All other developments

Proposal: (Retrospective) Full application for retention of new internal surfaced track way.

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 252624. 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 **16 December 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP [SW]		
Service	WBC Highways	App No:	252624
Address:	The Rose Toop Boatyard, Wargrave Road, Henley-On-Thames, RG9 3JD.		
Proposal:	(Retrospective) Full application for retention of new internal surfaced track way.		
Type of Development:	Minor All other developments		
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

This application seeks planning approval for a constructed vehicle driveway within the existing boatyard which includes a gate connecting it to the current tarmac entrance.

The Planning Statement (PS) states that the new driveway does not create a new access to the public highway and the proposed driveway is entirely internal, connecting two existing tarmac areas within the site.

The new driveway is approximately 4.0m wide. It is understood that the new driveway will enable commercial vehicles (including HGVs) to enter the site and proceed directly to the southern area. Where turning within the site is not possible, vehicles will continue the current practice of reversing around the eastern end of the buildings and exiting through the existing gate.

The applicant has confirmed that the implementation of the proposed driveway will not cause an intensification of vehicle movements and use the facilities.

It is understood that the new gates will be opened at the start of the working day and locked at its end. The existing access gate is set back approximately 15.5m from the edge of public highway to allow vehicles to wait off-road when closed.

It is understood that in the event that a large commercial vehicle arrives unexpectedly outside working hours, it can use the existing gateway to leave the

highway, arrange access, and reach the southern area via the current internal roadway.

Summary

The Highways will have no objection in principle if the proposed driveway will be used for ingress only, but will have concern on visibility and reverse movement if the access will be used for both ingress and egress. The applicant shall confirm whether the proposed driveway is intended for ingress only. Otherwise, the application will have to demonstrate sufficient visibility splays can be provided.

The A321 Wargrave Road along the site frontage is subject to a 40mph speed limit, which requires visibility splays of 2.4m x 120m to be provided from the access (in accordance with DMRB standards). The sightlines shall be across land within the applicant's control or highway land and shall be clear of obstructions to visibility exceeding 0.6m in height. Pedestrian visibility splays of 2m x 2m shall be provided.

The applicant shall confirm that the access is surfaced with a permeable and bonded material across the entire width of the access for a distance of 10m measured from the carriageway edge.

The applicant shall confirm that the area between the edge of carriageway and the gate shall also be kept clear from parking or obstruction.

Additionally, the applicant shall provide vehicle tracking for the largest vehicle approaching from both directions. Although the new driveway does not connect directly to the highway boundary, vehicles are expected to utilise the existing dropped crossing from the highway.

Subject to the direction of movement of this access and the submitted swept path, traffic management measures may be required to prevent large vehicles from making turns from the east of the A321.

Conditions & Reasons (if required)

Date:	10.12.2025	Signed:	JP [SW]
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