

Date: 1 December 2025
Application: 252863



**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: 252863

Applicant: Mr Justin Hove

Site Address: 1 Palmerstone Road, Earley, Wokingham, RG6 1HL

Parish: Earley

Grid Reference: Easting - 474442, Northing - 173036

Type of Development: Other Change of Use

Proposal: Full application for the proposed change of use of the building to residential institution (Use Class C2).

Case Officer: Cameron Young

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 252863. 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 December 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP [SW]		
Service:	WBC Highways	App No:	252863
Address:	1 Palmerstone Road, Earley, Wokingham, RG6 1HL.		
Proposal:	Full application for the proposed change of use of the building to residential institution (Use Class C2).		
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 compromises of a change of use of the existing residential dwelling house (Use Class C3) to a residential institute (Use Class C2).

The existing residential development consists of 6 bedrooms and 8 habitable rooms. It is understood that the proposed site will have capacity for 4 children aged between 10-17 years old and a maximum of 2 carers on-site at any time. It is noted that the proposed details in Sections 1 and 5 are inconsistent. Clarification is required. The proposed site will result in no net change in the number of habitable rooms.

Staff Arrangement

The operational arrangements indicate that a maximum of two staff members will be present on the premises at any given time. The applicant is required to confirm if this is still relevant during the handover periods. If not, the maximum on-site staff at any given time shall be clarified.

Staff shifts are scheduled in 12-hour rotations, operating from 08:00 to 20:00 and 20:00 to 08:00. Shift handover periods are expected to last between 5 and 30 minutes. During overnight hours, staffing will reduce to one non-resident staff member. The applicant shall clarify if staff numbers will be reduced to one staff for the entire night shift between 20:00 and 08:00.

Traffic Impacts

The proposals indicate a generation of 6 (or 8) two-way trips between 07:30 and 20:30 for staff. The applicant shall clarify if any external daily/school trips are anticipated by the young people.

As the morning peak hours of the wider highway network is 08:00-09:00, the applicant may wish to consider amend the proposed shift to avoid the highway peak hours whenever possible.

Access

The existing access is provided via Palmerstone Road and is to be retained. This is to be utilised and accessed via the existing dropped kerbs. The proposed access arrangements are acceptable.

Vehicle Parking

In accordance with the WBC Parking Standards, Residential Care Homes will require one car parking space per full time equivalent staff member and 1 visitor parking per 3 residents.

The parking plan drawing (*1000-XX-00-DR-A-10000*) shows proposed parking facilities. The plans show the provision of 3 car parking spaces. In accordance with WBC Parking Standards the dimensions of the parking spaces shall be 2.5m x 5.0m.

Subject to the confirmation of night shift staff arrangement, the shift arrangements will demand a maximum of 3 spaces during shift handover periods. The visitor parking requirements shall be considered whilst taking account of the staff parking demand. This will require a level of traffic management to reduce the risk of overaccumulation of the parking facilities. The applicant shall confirm that visitors would not be expected to arrive on site during staff shift changes, when staff is expected to use all of the available parking facilities.

Cycle Parking

There is currently no indication of cycle parking provision within the submitted plans. Furthermore, the plans do not appear to show direct access to the rear garden considering the existing parking arrangements. The applicant is therefore required to confirm the provision of cycle storage in accordance with WBC parking standards. The ground floor storage room would likely be suitable for this purpose.

Waste Management

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:	12.12.2025	Signed:	JP [SW]
--------------	------------	----------------	---------