APPLICATION NO:
F/2002/6081

LOCATION:
25 Medina Close, Wokingham.

APPLICANT:
Mr/Mrs S Stockley

PROPOSAL:
Proposed conversion of part of garage to study

EARLIEST DATE FOR DECISION: **05/05/2002**

APPLICATION WILL HAVE EXPIRED ON: 30/05/2002

CASE OFFICER: **Richard Kelly**

APPROVED

1178
Do

RAILEX
Marbleboard

EASIFILE EP7

WOKINGHAM DISTRICT COUNCIL

TOWN AND COUNTRY PLANNING ACTS

Notification of Approval of Permission

Mr & Mrs S Stockley
25 Medina Close
WOKINGHAM
Berkshire
RG41 3TZ

Application Number: F/2002/6081

Parish: **WOKINGHAM**

Location: **25 Medina Close, Wokingham**

Proposal: **Proposed conversion of part of garage to study**

The Wokingham District Council in pursuance of their powers under the above Acts and Regulations hereby **Approve Permission** for carrying out the above development in accordance with the application and the accompanying plans submitted to the Council subject to compliance with the following conditions, the reasons for which are specified hereunder.

Condition
1. The development hereby permitted shall be begun before the expiration of five years from the date of this permission.

Condition
2. The driveway shall be a minimum of 4.8 metres wide and the associated crossing extended to accommodate this, prior to the conversion of the garage to a study.

Condition
3. No part of any building(s) hereby permitted shall be occupied or used until the vehicle parking herein approved has been provided. The vehicle parking shall be permanently maintained and used for no other purposes.

Condition
4. No building shall be occupied until the vehicular access has been surfaced with a bonded material across the entire width of the access for a distance of 7 metres measured from the carriageway edge.

Reason
1. In pursuance of Section 91(1) of the Town and Country Planning Act 1990.

Reason
2. In the interests of highway safety and convenience.

Reason
3. To ensure a satisfactory form of development and to avoid adverse impact on the public highway in the interests of highway safety.

Reason
4. To avoid spillage of loose material onto the carriageway and in the interests of road safety.

Informative
1. The Head of Engineering Services at the Council Offices, Shute End, Wokingham should be contacted for the approval of the access construction details before any work is carried out within the highway. This planning permission does NOT authorise the construction of such an access.

Informative
2. You are advised, in compliance with The Town and Country Planning (General Development Procedure) (England) (Amendment) Order 2000, that the following policies and/or proposals in the development plan are relevant to this decision:

South East Area Local Plan Policies ST3, SBE1, SBE2
Deposit Draft Wokingham District Local Plan Policies WT6, WBE1, WOS3

Anna Cronin
Head of Planning & Transportation
Date: 21/05/2002

Notice checked by: _____

If this notice grants permission to proceed with the proposal the applicant is reminded that it relates to planning permission only and does not constitute approval under any other legislation including Building Regulations.

finalised

DEVELOPMENT CONTROL/BUILDING CONTROL CHECKLIST

CHECKLIST WHEN A BUILDING REGULATION APPLICATION HAS BEEN RECEIVED.

SITE DETAILS		CASE OFFICER
PLANNING APPLICATION NUMBER	6081	RK
BUILDING CONTROL NUMBER	RG 2002/0106	
APPLICANT/~~AGENT~~	Ms D. Starkey	
ADDRESS OF SITE	25 Medina Close WOKINGHAM.	
DESCRIPTION OF PROPOSED WORK	part garage conversion	

DRAWING NUMBERS	BC	DC
BLOCK PLAN		
ELEVATIONS	no plans.	
FLOOR PLANS		

CHECKLIST	1ST CHECK	2ND CHECK
PERMITTED DEVELOPMENT		
APPLIC. NECESSARY-NOT RECEIVED		
APPLIC.RECEIVED & APPROVED	21/5/02	
APPLIC.RECEIVED-NO DECISION		
APPLIC.REFUSED		
DIFFERENCES BETWEEN DC/BC DRAWINGS		
IF YES, WHAT ARE THE DIFFERENCES ?		
DATE	21/8/02	

PROBLEMS	REQUESTED	RECEIVED	REMINDER
PLANNING PERMISSION NEEDED			
REVISED PLANS NEEDED			
PLANNING APPLIC.REFUSED			
WAIT FOR PLANNING DECISION			

COMMENCED ON SITE	December 2000
NO PLANNING DECISION	
NO PLANNING APPLICATION	

WORK SHEET FOR : Richard Kelly

Application Number : F/2002/6081

Applicant : Mr/Mrs S Stockley .

Location : 25, Medina Close, , Wokingham.
Proposal : Proposed conversion of part of garage to study

Site Notice Displayed ? :

YES	NO	DATE

Date of Neighbour Notifications : .....

Date of Site Visit : .....

Date Registered : 04/04/2002

Earliest Date for Decision : 05/05/2002

Latest Consultation Date/Site Notice Expiry Date : 05/05/2002

This application <u>will have expired on</u>: <u>30/05/2002.</u> *You need to make a* decision 1 day prior to this date for this application to count as determined in less than 8 weeks.

Consultation Responses :

Highways: conditional approval

Planning Issues :

Application Number: F/2002/6081

Appraisal :

Recomendation : Approval: ☐ **Refusal:** ☐
(tick appropriate box)

Application Number F/2002/6081
Conditions/Reasons for Refusal

No	Std Con	Std Reas	Non Std Conditions / Reasons for Refusal
1	C001	R001	
2			The Driveway shall be a minimum of 4.8metres ~~wide~~ wide and the associated crossing extended to accomodate this, prior to the conversion of the garage to a study.
			REASON: In the interests of highway safety and convenience.
3	C122	R122	delete 'and turning area'
4	C140	R140	INSERT: 7 metres

RECORD OF SITE VISIT

SITE ADDRESS: 25 Medina Close
Wokingham.

APPLICATION NUMBER: F/2002/6081

OFFICER: Richard Kelly

DATE OF SITE VISIT: 9/5/02

1 SITE/STATUTORY NOTICE DISPLAYED ? Yes

2. DESCRIPTION OF SURROUNDINGS Terraced houses

3. DESCRIPTION OF SITE/BUILDING mid terrace.

4. RELATIONSHIP TO ADJOINING PROPERTIES

5. SITE CONSTRAINTS

TREES

ACCESS/PARKING adequate with condition. No external changes.

LEVELS

BOUNDARY TREATMENT

OTHERS

Application Number: F/2002/6081 – 25 Medina Close, Wokingham

Appraisal:

This application is for the conversion of part of the garage into a study. Planning permission is only required because permitted development rights have been removed. As no external alterations are proposed, this application raises two issues:

Impact on highway safety: ST3, WT6

If the driveway is widened to accommodate two cars, the Council's parking standards are met.

Impact on streetscene: SBE1, SBE2, WBE1, WOS3

The widened driveway will not have an adverse impact on the streetscene, as there are other properties in the area with this style of parking.

Approve ~~**Refuse**~~

HIGHWAYS CONSULTATION SHEET

From: Richard Kelly **Date:** 12 April 2002

Application Number: F/2002/6081

Proposal: Proposed conversion of part of garage to study

Parish: WOKINGHAM TOWN

Site Address:
25, Medina Close, , Wokingham.

Applicant:
Mr/Mrs S Stockley .

Your observations are required in respect of this application within **7 days** of the above date.

✓ below as applicable;

1) ☐ Recommend refusal for the reason(s) **stated below**;
2) ☑ Recommend approval but with condition(s) & reason(s) **stated below**;
3) ☐ Recommend approval with **no** condition(s) or reason(s).

1, Driveway to be a minimum of 4.8 metres minimum and the associated crossing extended to accommodate this.
R: IHS&C.

2, C122, R122.

3, C140 (INSERT: 7 metres), R140.

NOT

Signed: _____ **Print name:** dc 17/4/02.

**********FILE COPY**********

Tel: (0118) 974 6229

Date: 12 April 2002

My ref: F/2002/6081

WOKINGHAM UNITARY
Aiming for Excellence

Councillor Marinos
10 Wildcroft Drive
Wokingham
RG40 3NY

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Councillor

Application Number: F/2002/6081
25, Medina Close, , Wokingham.
Proposed conversion of part of garage to study

I write to let you know that the above mentioned application has been received.

At this stage a recommendation has not yet been made. This form should only be returned if it is likely that you might wish for the application to be listed for consideration by the Development Control Committee. This form must be received no later than 28 days from the date of this letter.

If you have concerns about the proposals it may be possible for these to be addressed during the consideration of the application. In these circumstances it would be helpful if you could discuss these with the case officer **Richard Kelly** on **(0118) 974 6229** in the first instance.

Yours sincerely
Trevor Watson
Development Control Manager

LISTING FORM
Case officer: **Richard Kelly** Application Number: **F/2002/6081**
25, Medina Close, , Wokingham.
Proposed conversion of part of garage to study
I wish this application to be listed should the officers recommendation be for: GRANT/REFUSAL and my reasons are:

_____

_____

Should the officers recommendation be in accordance with my views I am happy for the application to be determined under delegated powers. YES/NO

Signed: _____ Date: _____

Councillor Marinos

**********FILE COPY**********

**********FILE COPY**********

Tel: (0118) 974 6229

Date: 12 April 2002

My ref: F/2002/6081

WOKINGHAM UNITARY
Aiming for Excellence

Councillor D Morgan
Valois Farm
Range Road
Wokingham
RG40 3NR

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Councillor

Application Number: F/2002/6081
25, Medina Close, , Wokingham.
Proposed conversion of part of garage to study

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Yours sincerely
Trevor Watson
Development Control Manager

LISTING FORM

Case officer: **Richard Kelly** Application Number: **F/2002/6081**
25, Medina Close, , Wokingham.
Proposed conversion of part of garage to study
I wish this application to be listed should the officers recommendation be for: GRANT/REFUSAL and my reasons are:

_____

_____

Should the officers recommendation be in accordance with my views I am happy for the application to be determined under delegated powers. YES/NO

Signed: _____ Date: _____

Councillor D Morgan

**********FILE COPY**********

**********FILE COPY**********

Tel: (0118) 974 6229

Date: 12 April 2002

My ref: F/2002/6081

WOKINGHAM UNITARY
Aiming for Excellence

Councillor King
C/O Wokingham District Council

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Councillor

Application Number: F/2002/6081
25, Medina Close, , Wokingham.
Proposed conversion of part of garage to study

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If you have concerns about the proposals it may be possible for these to be addressed during the consideration of the application. In these circumstances it would be helpful if you could discuss these with the case officer **Richard Kelly** on **(0118) 974 6229** in the first instance.

Yours sincerely
Trevor Watson
Development Control Manager

LISTING FORM
Case officer: **Richard Kelly** Application Number: **F/2002/6081**
25, Medina Close, , Wokingham.
Proposed conversion of part of garage to study
I wish this application to be listed should the officers recommendation be for: GRANT/REFUSAL and my reasons are:

_____

_____

Should the officers recommendation be in accordance with my views I am happy for the application to be determined under delegated powers. YES/NO

Signed: _____ Date: _____

Councillor King

**********FILE COPY**********

Organisation_Name	Building_Name	address1	Postcode
		24MEDINA CLOSEWOKINGHAM	RG413TZ
		25MEDINA CLOSEWOKINGHAM	RG413TZ
		26MEDINA CLOSEWOKINGHAM	RG413TZ
		4MEDINA CLOSEWOKINGHAM	RG413TZ
		5MEDINA CLOSEWOKINGHAM	RG413TZ

F/2002/6081

Received by Wokingham District Council

Application No: F/2002/6081

Proposal:
Proposed conversion of part of garage to study

Location:
25, Medina Close, , Wokingham.

The application is available for inspection at Wokingham District Council's offices during the following times:

**PLANNING DEPARTMENT, SHUTE END, WOKINGHAM TEL (0118) 974 6428
8.30 - 5.00 Monday - Thursday & 8.30 - 4.00 Friday**

WOODLEY LIBRARY HEADLEY ROAD WOODLEY 9.30am - 7.00pm Mon, Thurs & Fri. 9.30am - 5.00pm Tues, 9.30am - 1.00pm Saturday and 1.00pm - 4.00pm Sunday. Library closed all day Wednesday. If you intend to view this application at Woodley Library please allow 4 days from the date of this letter for delivery of plans and remember to quote application number F/2002/6081 to enable the library staff to locate the correct information.

Comments should be sent in writing QUOTING THE APPLICATION NUMBER to the Case Officer Richard Kelly P.O. Box 157 Council Offices, Shute End, Wokingham Berkshire, RG40 1WR to arrive on or before 05/05/2002. Written comments submitted will become available for public inspection.

In view of the very large number of planning applications and letters of comment received, it will not be possible for an individual reply to be issued to observations made. However any comments will be taken into account when the application is determined and you will be notified of the decision.

**Trevor Watson
Development Control Manager**

12 April 2002

Application Number : F/2002/6081	**Map No :** 7SA
Case Officer : RK.	**Site Area :** 0·02
Valid Date : 04 APR 2002	**Received Date: 07/03/2002**

Level : Delegated Application

Description : Proposed conversion of part of garage to study

Location : 25, Medina Close, , Wokingham.

Parish : WK **Ward : EVE** 12.4.02 JB

Applicant : Mr/Mrs S Stockley .

Fee Required: £0 **Fee Received: £0** PD rights removed

Additional: ..... or Refund: .....

Enforcement Section to be notified ☐ (tick if required)

Additional information required for validation;

REASON	NOTES	DATE REQ	DATE RECD
LOCATION PLANS	red line around whole site	25/3	✓ 04 APR 2002
BLOCK PLANS	parking layout	25/3	✓
FORMS UNSIGNED			
S.66 MISSING/INCORRECT/ UNSIGNED			
ELEVATION PLANS	any external changes	25/3	
FLOOR PLANS	floor plan existing & proposed.	25/3	✓ 04 APR 2002
NO SCALE OR SCALE IS IMPERIAL			
ENCROACHMENT LETTER REQUIRED			
OTHER			

Is the site in a Conservation Area: ☐ Yes ☐ No If "Yes" which one _____

Is the site a Listed Building: ☐ *Yes* ☐ *No*

Is a Statutory Advertisement required: ☐ Yes ☐ No

INTERNAL CONSULTATIONS 12.4.02 JB.

Building Control

Heritage (Harold Sanders)

Landscape

Trees

Environmental Health

Housing

Leisure & Cultural Services

Public Rights of Way Officer

Property

Policy & Plans

Joint Strategic Planning Unit

Archaeological Officer (BABTIE)

Education

Social Services ✓

Highways

EXTERNAL CONSULTATIONS

Adjacent DPA : _____

Adjacent Parish : _____

SEB

British Gas

Oil pipeline

Transco

Environment Agency

Railtrack

Police Arch Officer

HERITAGE BODIES

Victorian Society
The Georgian Group
Ancient Monuments Society
Council for British Arch
RCHME
NRPB (Telecommunications)
Sport England
Society for Proct' of Ancient Bldgs
English Heritage

NEIGHBOURS

S/W+ see map

OTHERS

No pre-apps

Recd AM 3.4.02.

6081

Environmental Services

For office use only.
Application number: 04.APR.2002* 6081

Householder planning application form

Please answer all questions in CAPITAL letters.
If any question does not apply to you, put N/A in the space.
Please send six copies of the filled in form and your plans to the address on the front of the folder.
We provide guidance notes to help you fill in the form. If you have any questions, please call Planning Support on 0118 974 6428 or 0118 974 6429.

WOKINGHAM UNITARY
Aiming for Excellence

1	Your name Address and postcode Phone number	MR + MRS S STOCKLEY 25 MEDINA CLOSE WOKINGHAM BERKSHIRE RG41 3TZ 0118 962 7196
2	Agent's Name Address and postcode Phone number	N/A
3	Site We need you to send in six copies of the 1:2500 scale location plan and six copies of the 1:500 scale block plan, with the site outlined in red. You can buy these maps from the Environmental Services reception or order them by phoning 0118 974 6485.	25 MEDINA CLOSE WOKINGHAM BERKSHIRE RG41 3TZ
4	Give brief details of the proposal for example, two storey side extension. About the application	CONVERSION OF REAR OF GARAGE INTO STUDY
5	Are there any trees on the site? If Yes, please show their positions, spread and species of the trees on the plans. Say which trees you plan to cut down.	Yes ☑ No ☐ NONE TO BE CUT DOWN
6	Please list the external materials you will use for example, red brick to match any existing bricks and dark stained timber.	N/A NO EXTERNAL CHANGES
7	Will the proposal change the pedestrian or vehicle access to the site? Please show details of the existing access and any proposed changes on the plans.	Yes ☐ No ☑
8	Will the car parking provision at the site be changed? If Yes, please show details of any changes on the plans.	Yes ☑ No ☐

3544 Crystal Mark
Clarity approved by Plain English Campaign

Please turn over

9	How many bedrooms does the property have?	Existing: 3	Proposed: 3
10	Does a public right of way touch the site? If yes, please show the route and any proposed alternative on the plans.	Yes ☐	No ☑
11	Checklist. Please make sure that you enclose the following.		
a	Six copies of this form signed and dated.		
b	The fee (We have attached a current scale of fees). If you do not have to pay a fee, please say why below.		
	No FEE - See Condition 4 of 11497		
c	Six copies of each set of plans and drawings listed below.		
	• 1:2500 scale location plan with the site outlined in red.		
	• 1:500 scale site layout plan.		
	• 1:100 or 1:200 scale floor plans and elevations.		

12 Certificate of ownership (Section 66 Town & Country Planning Act 1990)
Please delete either certificate A or certificate B. If neither apply, you must fill in a full certificate which you can get from Environmental Services.

(Owner means a person with a freehold interest, or someone who is a leasehold tenant with at least seven years left on their agreement)

Certificate A

I certify that

- At the beginning of the period of 21 days ending with the date of the application nobody, except the applicant, owned any part of the land which the application relates to.
- None of the land forms part of an agricultural holding.

Certificate B

I certify that

- I or the applicant has given the necessary notice to everyone else who (at the beginning of the period of 21 days ending with the date of the application) owned any part of the land which the application relates to as listed below.

Owner's name	Address at which the notice was served	Date on which the notice was served

None of the land forms part of an agricultural holding.

Your signature: Susan Stanley DJStanley

on behalf of

Date 4.3.02

Please tick this box if you or your husband, wife or partner are employed by Wokingham District Council ☐

6081
04 APR 2002*

Contd: APPN. No. 11497

4. The garages hereby permitted shall all be built concurrently with the respective dwellings on the site. The garages shall all be used as domestic garages only and shall not be used for business purposes. Furthermore, no garage shall be converted into living accommodation without the prior written permission of the District Planning Authority.

5. The development shall be phased in accordance with the agreed phasing programme in the Woosehill District Plan.

6. Prior to the commencement of development on the site a scheme showing the roads, footways and footpaths to be constructed in each phase, including a construction programme shall be submitted to and approved by the District Planning Authority. The roads, footways and footpaths shall be constructed strictly in accordance with that scheme which shall not be varied without the prior written approval of the District Planning Authority.

7. A schedule of the materials to be used in surfacing the roads (including access ways), private drives, footways and footpaths of the proposed development shall be submitted and approved by the District Planning Authority before the development of the site commences.

8. Notwithstanding the provision of the Town & Country Planning General Development Order, 1977, no additional windows or other openings shall be constructed in the elevations of the development hereby permitted without the prior written approval of the District Planning Authority.

9. Other than those trees and shrubs shown to be removed on the submitted layout, all the existing trees and shrubs on the site shall be retained and shall not be felled, destroyed, cut sawn, moved or disturbed in any way, without the prior written consent of the District Planning Authority. Similarly, no damage or disturbance shall be caused to the roots of the trees and shrubs which shall not be covered by builders' plant and materials. Furthermore, the natural soil levels over the roots shall be maintained at all times.

10. Any tree or shrub, felled, destroyed or severely damaged contrary to the above condition or which is dead or dying as a result of such damage or disturbance shall, within six months, be replaced with an equivalent number of similar trees and shrubs of a size and species approved in writing by the District Planning Authority. Such replacement planting shall thereafter be maintained or further replaced as necessary until well established to the satisfaction of the District Planning Authority.

Contd:/

04.APR.2002* 6081

Tel. (0118) 974 6429 or 6433

Date: 25 March 2002

Your Ref:

My Ref: F/2002/6081

Mr/Mrs S Stockley
25
Medina Close
Wokingham
Berks
RG41 3TZ

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Sir/Madam

Reference Number: 2002/6081

Site Address: 25, Medina Close, , Wokingham.

Proposal: Proposed conversion of part of garage to study

I return your application, as it is invalid and cannot be determined for the following reason(s);

Please put the red line around the whole site including access and parking.

Show your parking layout.

6 copies of a scale floor plan as existing and proposed.

Are there any external changes? If so 6 copies of an elevational drawing to show changes.

Sorry for delay in requesting information. Due to amount of applications.

Please re-submit the proposal with the amendments and/or additional information requested above.

Yours faithfully,

Carol Hurst

Senior Technical Officer
Development Control

ADDRESS 24-27 Medina Close (25,26) PARISH Wokingham

PLOT No. 38-41 AREA 7 WOODHILL ORD. SHEET No. SW 7968 75

BUILDER

Plan No.	Applicant	Description of Development	Date of Decision	Decision
11497	BUSHWOOD	TERR. HOUSES & GARAGES	30.6.79	N/A CA
AR13339	"	"	1.5.80	APP N/A
15280	"	AMEND BRICK & FENCING	4.6.81	N/A REF
BRR 033	MR. K CLARKE No. 24	1ST LOUNGE EXT.	10.12.85	APP N/A
32453	Mr. Eagles	1ST Side ext to enlarge garage	17.4.84	CA
BRR 6597	"	GARAGE & LOUNGE EXT	14.2.89	APP
39498	" No 24	1ST FLOOR EXT	9.6.92	CA
FP/92/0432	" "	"	16.6.92	REF
FP/92/0432A	" "	"	17.7.92	APP

DATE OF COMPLETION

MINISTRY DECISION

SPECIAL ORDERS

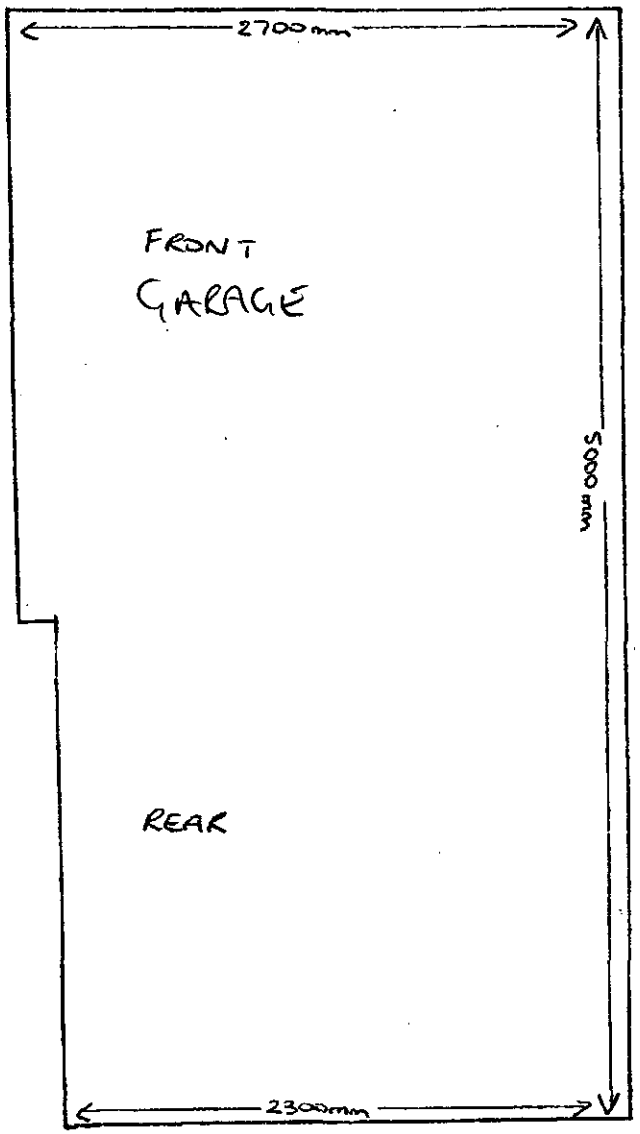
DRAINAGE

091074

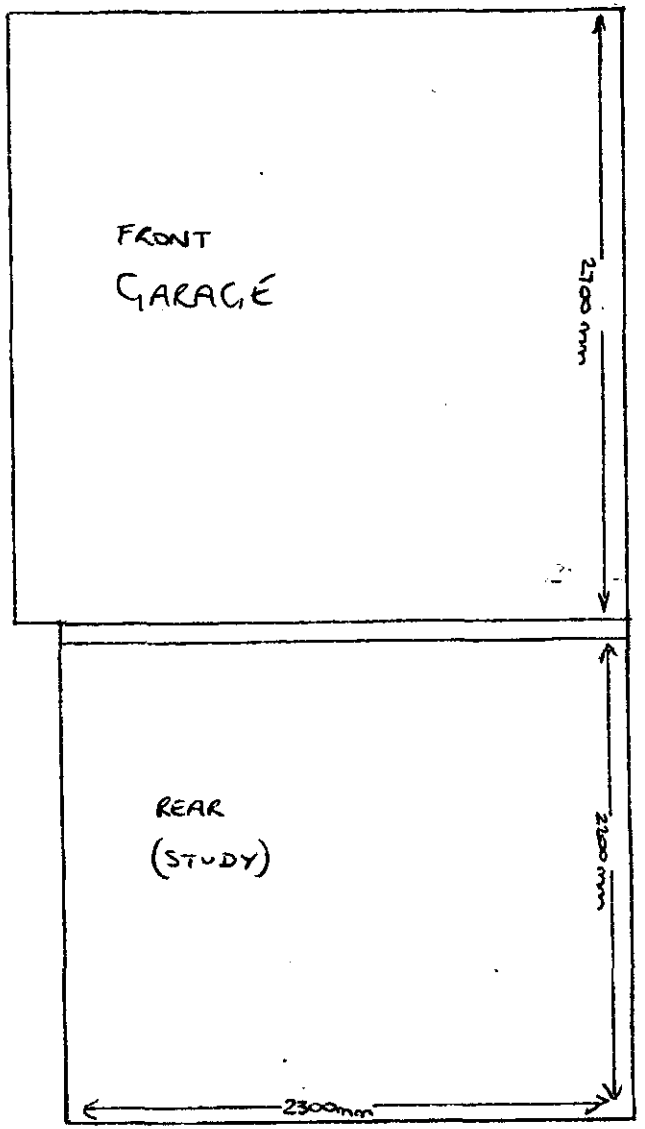
04.AiR.2002* 6081

floor plan

existing

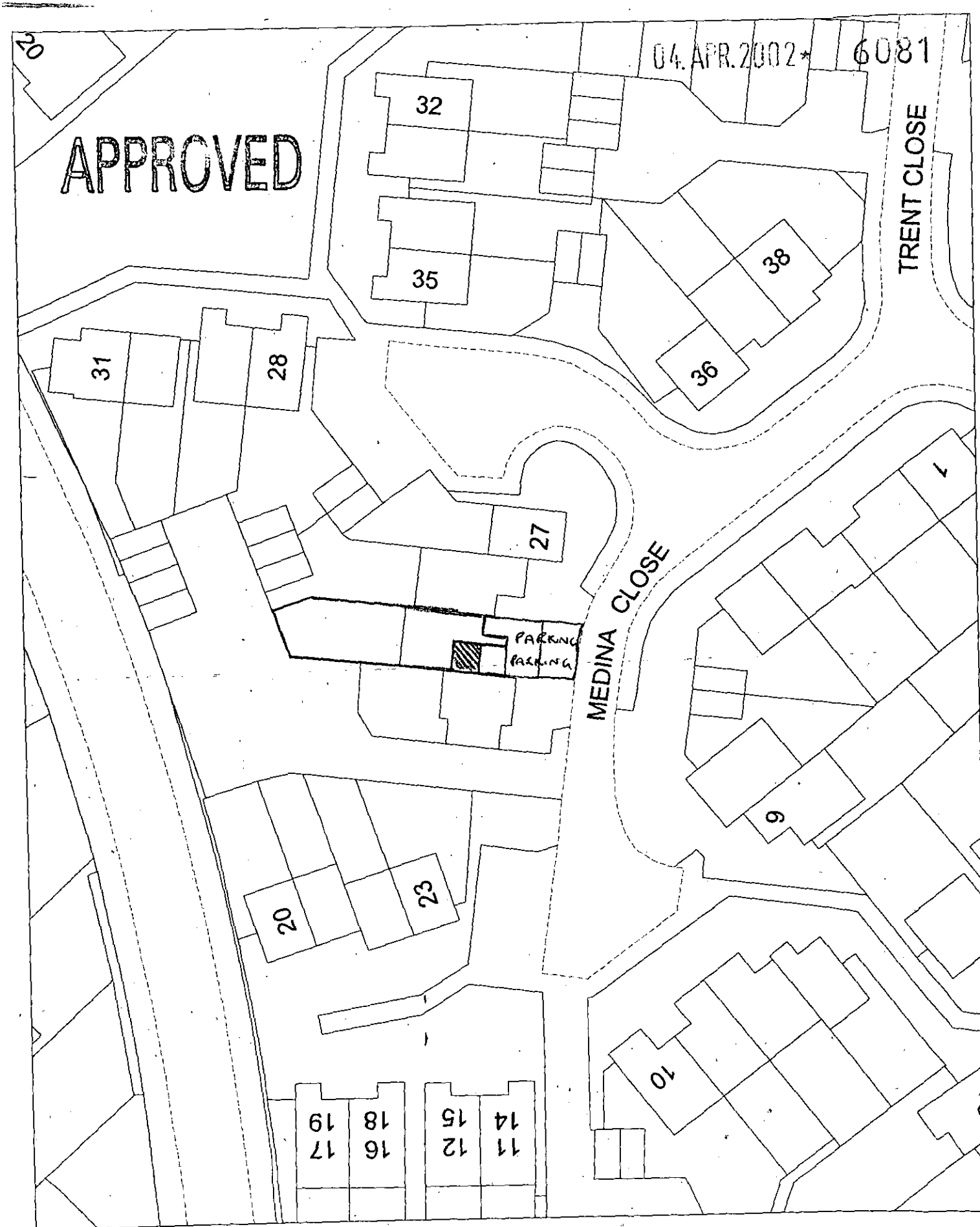


proposed



scale:
30mm = 1000mm

APPROVED



Site Plan, Scale: 1 to 500

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Date: 1 March 2002

N
W E
S



Site Plan, Scale: 1 to 2500

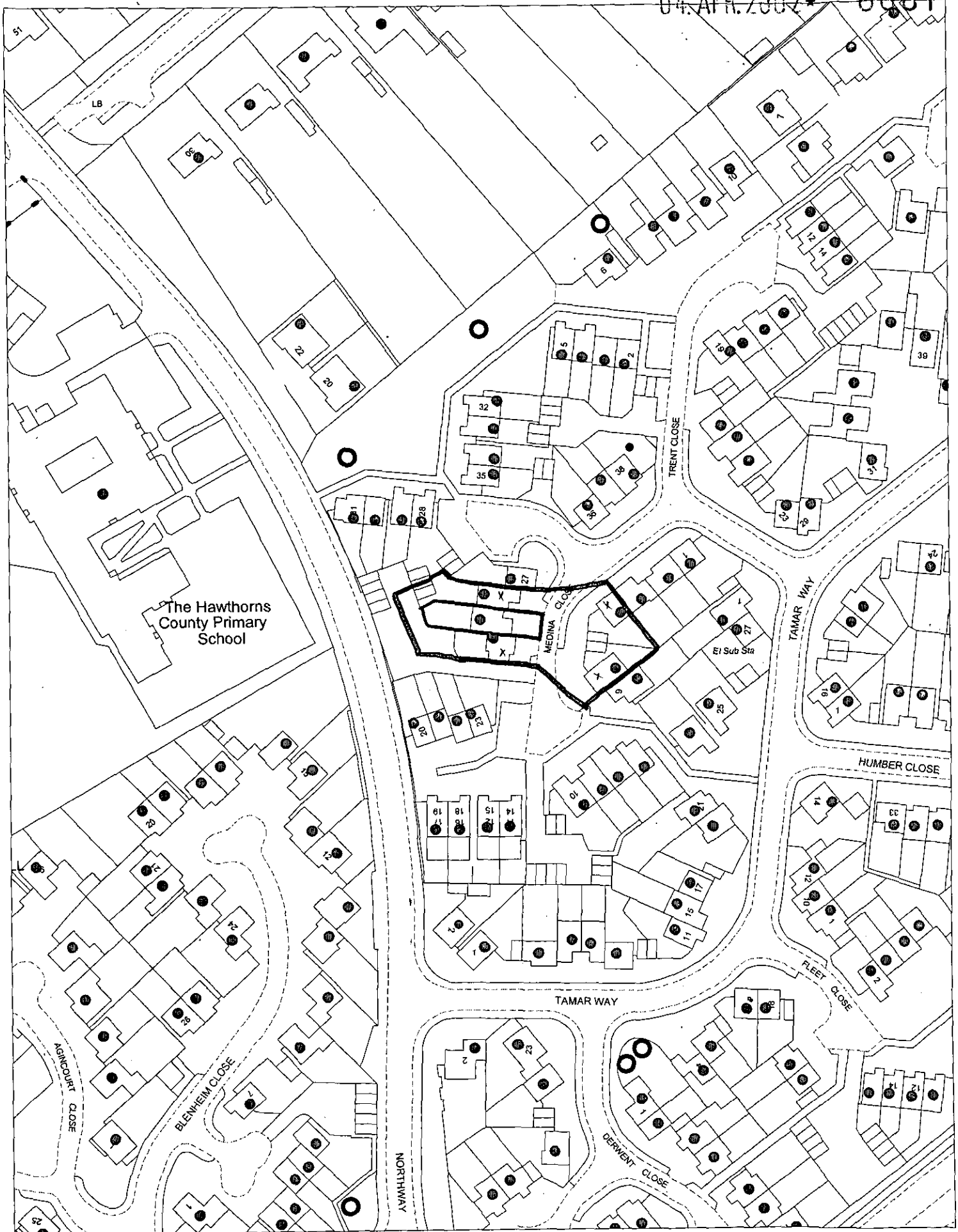
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Date: 1 March 2002

N
W E
S

04.APR.2002* 6081



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Development Control Section, Environmental Services, Wokingham District Council.
13 March 2002

Scale: 1 : 1250

N
W E
S