

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	260028
Site Address:	119 Shackleton Way, Woodley, Wokingham, RG5 4UU
Expiry Date:	16 March 2026
Site Visit Date:	10/02/2025
Proposal: Householder application for the proposed conversion of the integral garage to habitable accommodation (study) with the formation of an internal WC, including the replacement of the garage door with a window to the front elevation. (Retrospective)	

PLANNING POLICY

National Policy	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG)
Core Strategy (CS)	CP1 – Sustainable Development CP3 – General Principles for Development CP6 – Managing Travel Demand CP7 – Biodiversity CP9 – Scale and Location of Development Proposals
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC03 – Green Infrastructure, Trees and Landscaping CC04 – Sustainable Design and Construction CC07 – Parking TB23 – Biodiversity and Development
Joint Minerals and Waste Plan (JMWP)	DM1 - Sustainable Development DM2 - Climate Change – Mitigation and Adaptation
Wokingham Borough Local Plan Update (LPU)	SS1 – Sustainable development principles SS3 – Development within or adjacent to major and modest settlements NE1 – Biodiversity and geodiversity NE4 – Trees, woodland, hedges and hedgerows NE5 – Landscape and design DH1 – Place making and quality design DH2 – Safeguarding amenity
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

PLANNING HISTORY

There is no relevant Planning Application or Planning Appeal History to the current application (i.e. being substantially the same development).

CONSULTATION RESPONSES

Internal

WBC CIL – No comments received.
WBC Sports Development (Places and Neighbourhoods) – No comments received.
WBC Cleaner and Greener – No comments received.
WBC Green Infrastructure – No comments received.

External

None consulted.

REPRESENTATIONS

Parish/Town Council	Woodley Town Council – No objections.
Ward Member(s)	No comments received
Neighbours	117 Shackleton Way - <i>The neighbour questions why they are being contacted regarding the subject application after the works have already been completed, including the full conversion of the front garden into a driveway to provide additional parking. <u>Officer comment:</u> The application relates to the regularisation of works that have already been carried out on site, and retrospective planning permission is being sought to formalise these works. As such, any comments from neighbours remain relevant and will be taken into account.</i> 121 Shackleton Way - <i>The neighbour notes that the works represent a significant improvement to the front of the property.</i>

APPRAISAL

Site Description:

The application site relates to a two storey, detached property located in an established residential area. The surrounding area is characterised by semi-detached properties that are similar in design and appearance.

Principle of Development:

The National Planning Policy Framework has an underlying presumption in favour of sustainable development which is carried through to the local Development Plan. The Managing Development Delivery Local Plan Policy CC01 states that planning applications that accord with the policies in the Development Plan for Wokingham Borough will be approved without delay, unless material considerations indicate otherwise.

The site is located within settlement limits and as such the development should be acceptable providing that it complies with the principles stated in the Core Strategy. Policy CP3 of the Core Strategy states that development must be appropriate in terms of its scale of activity, mass, layout, built form, height, materials and character to the area in which it is located and must be of high quality design without detriment to the amenities of adjoining land uses and occupiers.

Character of the Area:

The proposal seeks retrospective planning permission for the removal of the front garage door, which has been replaced with a set of windows on the principal elevation. The proposed windows reflect the design, proportions and detailing of the existing fenestration, thereby preserving the character and appearance of the dwelling. Furthermore, the resulting front elevation is consistent with the appearance of several other properties along the road. As such, the development represents a modest alteration that does not adversely impact the character of the area.

Neighbouring Amenity:

Due to the internal nature of the proposals, there are no loss of light, overlooking or overbearing concerns.

Highway Access and Parking Provision:

The proposal has resulted in the conversion of the garage to form a habitable room, thereby removing the ability to accommodate a vehicle within the building. In accordance with the Council's adopted Parking Standards, a dwelling of this size is required to provide a minimum of two off-street parking spaces. The submitted block plan indicates that, following the loss of the garage, only one off-street parking space would remain within the curtilage of the site, resulting in a shortfall of one space.

Notwithstanding this technical deficiency, it is not considered that the proposal would give rise to severe or unacceptable on-street parking pressures. The site is located within a small residential cul-de-sac, characterised by low traffic speeds and the absence of parking restrictions. The surrounding highway network is able to accommodate a limited degree of additional on-street parking without giving rise to highway safety concerns, materially harming the free flow of traffic or increasing roadside parking to an unacceptable degree.

Community Infrastructure Levy (CIL):

When planning permission is granted for a development that is CIL liable, the Council will issue a liability notice as soon as practicable after the day on which the planning permission first permits development. Completing the assumption of liability notice is a statutory requirement to be completed for all CIL liable applications.

The Public Sector Equality Duty (Equality Act 2010):

In determining this application the Council is required to have due regard to its

obligations under the Equality Act 2010. The key equalities protected characteristics include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. There is no indication or evidence (including from consultation on the application) that persons with protected characteristics as identified by the Act have or will have different needs, experiences, issues and priorities in relation to this particular planning application and there would be no significant adverse impacts as a result of the development.

RECOMMENDATION

Conditions agreed:	Not required
Recommendation:	Approval
Date:	25 February 2026
Earliest date for decision:	9 February 2026

Recommendation agreed by: (Authorised Officer)	<i>MC</i>
Date:	30.03.2026