

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	260381
Site Address:	The Meadows, Trowes Lane, Swallowfield, Wokingham, RG7 1RP
Expiry Date:	13 April 2026
Site Visit Date:	10/04/2026
Proposal: Householder application for the proposed conversion of the existing domestic garage, including changes to fenestration.	

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 CP7 – Biodiversity
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits CC07 – Parking CC09 – Development and Flood Risk TB05 – Housing Mix
Wokingham Borough Local Plan Update (LPU)	SS1 – Sustainable development principles SS2 – Spatial strategy and settlement hierarchy FD1 – Development and flood risk (from all sources)
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

PLANNING HISTORY		
Application No.	Description	Decision & Date
27690	Replacement of part of the roof	Approved 1 st June 1987
010074	Proposed single storey side extension to dwelling.	Approved 24 th September 2001
223643	Householder application for the proposed conversion of existing domestic garage to create habitable accommodation along with changes to fenestration.	Approved 11 th January 2023

CONSULTATION RESPONSES

Internal

WBC Drainage- No objection

WBC Digital Solutions Scanning- No comments received

External

None Consulted

REPRESENTATIONS

Parish/Town Council	No comments received
Ward Member(s)	No comments received
Neighbours	No comments received

APPRAISAL

Site Description: This application site relates to a bungalow with associated parking and landscaping along Trowes Lane, Swallowfield.

The site is surrounded by dwellings that do not follow a consistent or uniform character or architectural design.

Proposal: This application seeks permission for the proposed conversion of the existing garage, including changes to fenestration.

The proposal would provide a bedroom, shower/WC and utility room within the existing garage. As part of the proposal, the existing garage door would be removed and replaced with a small window on the front elevation. Additional small windows are proposed on the side and rear elevations, together with the installation of a new access door to the side of the dwelling to serve the utility room.

Planning History: This application has had previous applications submitted. Application 27690 submitted in March 1987 for the proposed part replacement of the roof was approved in June 1987. Application 010074 submitted in July 2001 for the proposed single storey side extension was approved in September 2001. Lastly, application 223643 submitted in December 2022 for the proposed conversion of existing domestic garage to create habitable accommodation along with changes to fenestration was approved in January 2023.

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: Policy CP3 of the Core Strategy states that developments are of appropriate scale of activity, mass, layout, built form, height, materials and character to the area together with a high quality of design without detriment to other adjoining land users. R1 of the Borough Design Guide SPD requires that development contribute positively towards and be compatible with the historic or underlying character and quality of the local area.

Trowes Lane located in Swallowfield, Wokingham comprises of a number of dwellings that don't follow any particular design or character. The proposed development consists of a garage conversion that will facilitate a bedroom, shower room/W/C and utility room along with fenestration changes to the front, side and rear of the dwelling.

The National Planning Policy Framework (NPPF) and the National Design Code places significant emphasis on the planning system securing good design. NPPF paragraph 131 states that *"the creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development"*.

Paragraph 139 states that *"Development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes"*

The proposed fenestration changes to the front, side and rear elevation at ground floor level causes no concern regarding overlooking as they are small in scale and the proposed windows face boundary treatments that project onto an open field. As such, the proposal would not result in a detrimental loss of privacy.

The design of the extensions will utilise materials that relate well to the existing dwelling, as such the proposal will not have a detrimental impact of the street scene and respond positively to the public realm and propose no harm to the character of the area.

Overall, the proposed works would not result in significant harm to the character of the area. Thus, there would be no significant conflict with policy CP3 of the Core Strategy and the advice within the Borough Design Guide.

Neighbouring Amenity: Paragraph 135(f) of the National Planning Policy Framework (NPPF) requires development to secure a "high standard of amenity for existing and future users". This is reinforced by Policy CP3 of the Core Strategy, which requires development to be of an appropriate scale, mass, layout and height, and to achieve a high quality of design without detriment to the amenities or quality of life of adjoining occupiers.

The proposed plans and elevations show the removal of the garage door which will be replaced with one small window and two other additional windows to the side and rear elevations. As the proposal consists of internal reconfigurations, the new proposal doesn't cause any concern for loss of light, overbearing, or overlooking on adjacent neighbours.

Overall, the proposal would have an acceptable impact on the visual amenity of the street scene and local character in accordance with Core Strategy policies CP1 and CP3.

Highway Access and Parking Provision: The existing and proposed block plans show no change in level of driveway parking available, and no off-street parking is proposed. As a result, the proposal does not impact parking or access provisions, therefore no objection from Highways have been raised.

Flooding and Drainage: The Council's Flooding and Drainage Officer have reviewed this application. Whilst no objections have been raised and the site does not introduce an additional impermeable area, the site lies within Flood Zone 1, and the mapping system indicates ground water levels may be at or very near to the ground surface in area, therefore, the applicant should take this into account in the design and construction of the development, particularly with regard to any below-ground works and drainage arrangements.

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.

Conclusion: For all the above, the proposal is acceptable, and the application is recommended for approval.

RECOMMENDATION	
Conditions agreed:	Not required
Recommendation:	Approve
Date:	9 April 2026
Earliest date for decision:	20 March 2026

Recommendation agreed by: (Authorised Officer)	<i>MC</i>
Date:	10.04.2026

PLANNING CONSTRAINTS/STATUS
Insert where relevant