M E M O R A N D U M

From:	Lindsey Abbott Tree & Landscape Officer		
Service	WBC Landscape and Trees	**App No:**	252730
Address:	Hilltop Yard, Crest Close, RG10 9BQ.		
Proposal:	Full application for the proposed change of use of existing office to 1no. dwelling, including the erection of a single storey front and rear extension and partial side demolition with the insertion of roof lights, plus access and parking.		
Type of Development:	Other Change of Use		
Site Visit Made:	Yes - 23/02/2026		

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

The Officer's landscape comments for this application from 03/03/2026 still stand. They are copied here below for ease.

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Subject to conditions below, the Council's Tree and Landscape Officer has no objection to the application for the proposed change of use of an existing office to a residential dwelling, including the erection of a single storey front, rear and infill extension, insertion of roof lights, plus access and parking.

There are no protected trees within the Site. One potential tree of value – a juvenile silver birch (Betula pendula) was observed in the rear courtyard/open space along the northwest boundary. The Officer would like to understand the intention for this existing tree and information about its retention or removal. Similarly, the planting of "tree with root barrier" in two locations as well as "beech hedge" and "climbing plants" have been included on the Roof & Site Plan drawing (Ref: JH, 3DR Architects, DPA 051 09 P8, date 04/14). More detailed information about the planting -- plant species, sizes, numbers and densities -- should be included on a Landscape Plan. (CC03)

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Some information about the retention of the existing Site boundary has been included on the Roof & Site Plan drawing (Ref: JH, 3DR Architects, DPA 051 09 P8, date 04/14) such as:

- "Trellis to top of fence with climbing plants"
- "Existing trellis retained and extended"

Boundary fences should not be more than 2 metres high (including any trellis or topper) or they require planning permission. The Officer would like the applicant to provide more specific detail about the intentions for the fence and trellis.

As a condition – the Officer would like to see landscape and boundary treatment proposals for the outdoor garden space surrounding the office converted to residential dwelling, both new and retained, including:

- whether the Silver birch will be retained or felled
- the proposed landscaping for the front garden, including plant species, sizes, numbers and densities for the trees and climbing plants an plants per linear metre in the case of the hedge
- more detail about boundary treatment

These details should be included on a landscape plan.

Conditions & Reasons (if required)

CL4 - LANDSCAPE DETAILS (small site)

CL4 Landscaping

Prior to the commencement of the development there shall be submitted to and approved in writing by the local planning authority a scheme of landscaping, which shall specify species, planting sizes, spacing and numbers of trees/shrubs to be planted, and any existing trees or shrubs to be retained.

Planting shall be carried out in accordance with the approved details in the first planting and seeding seasons following the occupation of the building(s).

Any trees or plants which, within a period of 5 years from the date of the planting (or within a period of 5 years of the occupation of the buildings in the case of retained trees and shrubs) die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species or otherwise as approved in writing by the local planning authority.

CC1 – BOUNDARY TREATMENT

CC1 Details of boundary walls and fences

Before the development hereby permitted is commenced details of all boundary treatment(s) shall first be submitted to and approved in writing by the local planning authority. The approved scheme shall be implemented prior to the first occupation of the development or phased as agreed in writing by the local planning authority. The scheme shall be maintained in the approved form for so long as the development remains on the site.

Date:	07/10/2026	**Signed:**	L. Abbott

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