

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	252992
Site Address:	365 Old Whitley Wood Lane, Shinfield, Wokingham, RG2 8PY
Expiry Date:	2 February 2026
Site Visit Date:	6 January 2026
Proposal: Householder application for the proposed garage conversion, including changes to fenestration.	

PLANNING POLICY

National Policy	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG)
Core Strategy (CS)	CP1 – Sustainable Development CP2 – Inclusive Communities CP3 – General Principles for Development
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits CC03 – Green Infrastructure, Trees and Landscaping CC04 – Sustainable Design and Construction CC05 – Renewable Energy and Decentralised Energy Networks CC07 – Parking CC09 – Development and Flood Risk CC10 – Sustainable Drainage
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List Shinfield Neighbourhood Plan

PLANNING HISTORY

Application No.	Description	Decision & Date
N/A	N/A	N/A

CONSULTATION RESPONSES

Internal

WBC Drainage- No objections

External

REPRESENTATIONS

Parish/Town Council	Shinfield Parish Council has no comments.
Ward Member(s)	No comments received
Neighbours	No comments received

APPRAISAL

Site Description:

The application relates to a two-storey semi-detached dwelling located on Old Whitley Wood Lane in Shinfield, Wokingham. The dwelling has not been subject to any previous alterations.

The proposal seeks to convert the integral garage to a lounge including changes to fenestration, which includes a window to the front elevation, the same style as existing; one internal door to lead from the dinning new to the proposed lounge and another window on the side elevation. Finally, the proposal also includes the relocation of an existing door on the side elevation.

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:

CP1 of the Core Strategy states that the proposed external alterations should maintain the high quality of the environment.

CP3 of the Core Strategy states that the proposed external alterations should be of appropriate scale, mass, bulk, height, materials and of high-quality design.

The existing garage door would be replaced with fenestration to match the form of the existing first floor windows. This visual change to the frontage would have a negligible visual impact on the character of the street. Therefore, the impact on the character of the area would be acceptable.

The proposed works, including the insertion of brick infill, windows and doors are modest in scale and in keeping with the character of the area. As such, the proposal is considered acceptable in terms of scale, design, and materials, and is in accordance with Policy CP1 and CP3 of the Core Strategy and the Wokingham Borough Design Guide (BDG).

Neighbouring Amenity:

Overlooking:

The proposed front-facing windows are located at ground-floor level and do not directly overlook neighbouring private amenity areas. In addition, the proposed side window is small in scale and also positioned at ground-floor level and therefore would not result in any overlooking or loss of privacy.

Loss of Light and Overbearing:

Given the limited scope of the development and the absence of any increase in built form, the proposal will not result in any material loss of light or overbearing impact on neighbouring properties.

Highway Access and Parking Provision:

The proposal reduces on-site parking with the loss of 0.5 spaces; however, there is no increase in habitable rooms (only the extension of the existing lounge), and the remaining parking provision is considered sufficient. Furthermore, adequate off-street parking remains along Old Whitley Wood Lane. As a result, the development will not have a material impact on highway safety, and consultation with the Highway Authority was not required.

Flooding and Drainage:

There are no significant flood risk concerns. The site is located within Flood Zone 1, which is suitable for development, and is identified as being at some risk of surface water flooding. The site also falls within the Whitley Wood Lane Historic Flood Point consultation zone.

Drainage team was consulted and raised no objections. On this basis, the proposal is not considered to increase flood risk on or off site.

Landscape and Trees:

There are no anticipated impacts on existing vegetation.

Ecology:

The site is located within an area identified as having potential for bat roosts; however, as the proposal does not involve any works to the roof of the property, Ecology was not consulted.

Conclusion:

Overall, the proposal complies with the development plan. Subject to conditions, the application is recommended for approval.

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 subject to conditions
Date:	26 January 2026
Earliest date for decision:	3 January 2026

Recommendation agreed by: (Authorised Officer)	<i>MC</i>
Date:	28.01.2026

PLANNING CONSTRAINTS/STATUS

Major Development Locations- Shinfield (North of the M4)

Wokingham Borough Council Owned Land - land on the east side of Whitley Wood Lane, Shinfield

Historic Flood Point- Whitley Wood Lane

Risk of Flooding from Surface water-

Environment Agency Surface Water Flood Zones- 1-100 year risk

Environment Agency Surface Water Flood Zones-1-1000 year risk

***Bat Roost Habitat Suitability- Bat survey required for planning applications that involve roof modification or demolition
HL866***

Great Crested Newt Impact Risk Zone- Green and Amber