

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	251024
Site Address:	Town Hall, Market Place, Wokingham, Berkshire, RG40 1AS
Expiry Date:	25 June 2025
Site Visit Date:	16 May 2025
Proposal: Application for a certificate of lawfulness for the proposed addition of film to external windows.	

PLANNING HISTORY

Application No.	Description	Decision & Date
122351	Listed building application for the erection of additional external notice boards and the replacement of existing ceremonial flag pole wall brackets, plus one additional flag pole bracket.	Approved 04/01/2013
070189	Proposed conversion of redundant male & female WC to display cabinet and replacement of existing doors.	Approved 05/06/2007
050051	Proposed internal alterations to listed building with the addition of dado rails to first floor corridor.	Approved 01/12/2005
041144	Proposed change of use of part of Town Hall (market hall/courtyard) to class A3 restaurant.	Approved 02/02/2005
042322	Proposed internal alterations & refurbishment to listed building to form restaurant plus replacement timber doors with glazing behind.	Approved 02/02/2005

There is an extensive planning history for the site. Not all planning history is relevant to this application.

CONSULTATION RESPONSES

WBC Conservation Officer	No objection.
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APPRAISAL

Site Description:

The application site consists of a two-storey detached building which houses the offices for Wokingham Town Council. The building also includes a visitor information centre on the ground floor.

The building is located in a prominent position in the centre of Wokingham Town and is part of the Wokingham Town Centre Conservation Area. The Town Hall stands on

the site of the Medieval Guildhall which was demolished in 1858. The new Town Hall was opened in 1860 and originally housed the Town Hall and police station.

The heritage building is Grade II* Listed and was officially listed in October 1969 with Historic England recognising the 1860 building with late 29th century alterations. Historic England reference the red brick with blue brick and Bath stone dressings and the steeply pitched slate roofs. Also referenced are the windows trefoil headed lancets with stone surround, mullions and transoms under polychrome pointed arches.

Description of Works:

To add film internally to several of the windows in the Town Hall. The current windows consist of clear glazing and the application proposes the addition of a solar shield film (3M Sun Control Window Film Prestige 70) to the existing glass. The film is proposed to reduce glare and block UVA and UVB rays which cause fading. The film would be installed using a water and soap solution which can be readily removed without causing damage. The film layer would be added to the following fenestration: Council Chamber, Main Hall, Annexe/war memorial room, first-floor corridor (two balcony doors), ground-floor lobby window, Jubilee Room, Mayor's Parlour and Reme Room. The purpose of the film is to extend the life and vibrancy of the furniture, artefacts and fabrics housed within the Town Hall.

Are the works lawful?:

Yes	☒
No	☐

Assessment:

Section 26H (1) of the Planning (Listed Buildings & Conservation Areas) Act 1990 (as amended) states: *"A person who wishes to ascertain whether proposed works for the alteration or extension of a listed building in England would be lawful may make an application to the local planning authority specifying the building and describing the works."*

Section 26H (2) states: *"For the purposes of this section works would be lawful if they would not affect the character of the listed building as a building of special architectural or historic interest."*

It is proposed to add a film layer to several of the windows in the Town Hall which could be readily removed at any point in the future. Due to the film containing no metals, they are not susceptible to corrosion. The clear window film would be added to the windows internally and would not affect or alter the window dimensions or existing glazing. The sun control window film would have a negligible visual impact to the external appearance of the windows and doors and would not affect the character of this designated heritage asset.

The Council's built heritage officer was consulted and raised no objection to the proposal. They commented:

"The introduction of the 3M Sun Window Control Film to the inward face of the windows glass is required in order to safeguard artwork and features within the building from UV light damage."

The proposal to add the window film is something that the applicants have discussed with me previously on site, when I was shown test samples of a couple of the intended UV protection films that had been applied to a couple of window panes of a first floor window. Externally there is only the slightest visual difference observed compared to the adjacent panes of the window that had no film applied to them. Furthermore, it is understood the eventual removal of the film should not impact the existing window glass.

As the UV protection film does not harm the existing glass with limited appreciable visual change to the optical properties of the window glass, such that ultimately the appearance and significance of this grade II listed building is not affected, therefore is from a heritage perspective no objection raised to these works, nor a need for listed building consent in this particular instance”.*

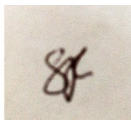
In summary, the addition of the window film would not affect the structural integrity or visual appearance of the Town Hall. The window film would not adversely impact what is significant in terms of special architectural or historic interest of the building and therefore, Listed Building consent is NOT required and Certificate of Lawfulness for the proposed works to the listed building granted.

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, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief. 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

Recommendation:	Approve
Date:	18 June 2025
Earliest date for decision:	28 May 2025

Recommendation agreed by: (Authorised Officer)	
Date:	24.6.25