

Date: 22 June 2026
Application: 261416



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

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Dear WBC Highways,

Householder Consultation

Application Number: 261416

Applicant: Mr Po Ting Yue

Site Address: 15 Conygree Close, Earley, Wokingham, RG6 4XE

Parish: Earley

Grid Reference: Easting - 474814, Northing - 169990

Type of Development: Other Householder

Proposal: Householder application for the proposed part conversion of garage to create habitable accommodation (retrospective).

Case Officer: Cameron Young

Development Management has received the above application, and we require your comments on the proposal using the recommended memorandum below. The documents associated with this are available to view in NEC DM using the application number 261416. Alternatively, public documents are available to view on the Council's planning application search page: [Wokingham Borough Council Online Planning](#).

Please index your response into NEC DM against the application. If you are recommending conditions, you should give a reason with reference to relevant policies. A list of standard conditions can be requested from the case officer.

Your observations are required in respect of this application by **13 July 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	261416
Address:	15 Conygree Close, Earley, Wokingham, RG6 4XE.		
Proposal:	Householder application for the proposed part conversion of garage to create habitable accommodation (retrospective).		
Type of Development:	Other Householder		
Site Visit Made:	Yes/No		

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 Highways received the revised parking plan to address highways comments dated 30th June 2026.

Despite the proposed parking spaces do not fully comply with the minimum requirements for parking spaces are 5.0m x 2.5m, three parking spaces of suitable dimensions can be accommodated within the proposed driveway.

The applicant proposes to convert part of the existing front garden lawn into hardstanding for an additional parking space, which is acceptable subject to condition below.

Conditions & Reasons (if required)

1. CF4 – PARKING (AS APPROVED)
2. CG5 (AMEND: circa 6.0m) - SURFACING OF ACCESS

Date:	9/7/2026	Signed:	JP
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