APPLICATION NO:
F/2001/3437

LOCATION:
Exa House Alexandra Court, Wokingham.

APPLICANT:
Exa Equity And Law C/O Kemp Muir Wealleans

PROPOSAL:
Proposed three storey extension to office building for (B1) office use.

EARLIEST DATE FOR DECISION: **29/03/2001**

APPLICATION WILL HAVE EXPIRED ON: 24/04/2001

CASE OFFICER: **Mrs B Polnik**

WITHDRAWN

SYSTEMS LTD

SOUTHPORT U.K. Tel:0704-26866 Fax:0704-25814
LONDON OFFICE Tel:071-377-1777 Fax:071-247-6181

CONDITION MONITORING RECORD SHEET

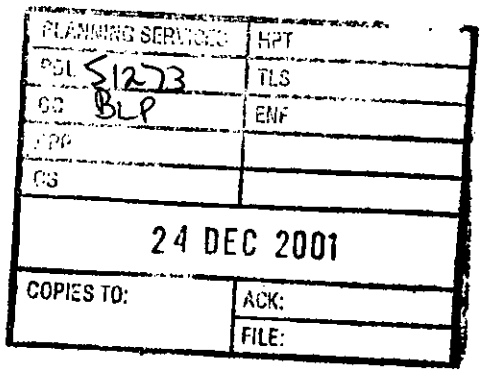
APPLICATION NO: **F/2001/3437**
CASE OFFICER: **Mrs B Polnik**
SECTION 106 AGREEMENT Yes ☐ No ☐

STAGE OF DEVELOPMENT	CONDITION NUMBER	DATE CONDITION DISCHARGED	DATE COMPLIANCE OBSERVED	DATE BREACH OBSERVED
PRIOR TO COMMENCEMENT				
COMMENCEMENT				
DURING CONSTRUCTION				
COMPLETION				

kemp muir wealleans architects designers

247-249 Cromwell Road
London SW5 9GA
Tel 020 7370 9830
Fax 020 7373 5993
mail@kmw.co.uk

Mrs B Polnik
Wokingham District Council
Planning Department
P O Box No: 157
Shute End
Wokingham
Berkshire RG40 1WR



JDM/0028/sjr
21st December 2001

Dear Mrs Polnik

Re: EXA HOUSE, WOKINGHAM

F/2001/8487

Further to our recent discussions during which I explained that we would like to proceed with the works to improve the access to the Tesco redevelopment in order to ensure safe pedestrian access to the health club and Alexander Court. The road realignment proposals which achieve this are part of Exa House planning application and we have agreed with you a strategy by which we withdraw the current planning application and make a new planning application which confines itself to the access road improvements.

I enclose, for your information, a set of the drawings which I propose should form the new planning application. I would be grateful if you could contact me with any comments you may have following which I will arrange for the necessary application to be lodged and to withdraw the current application.

Yours sincerely

18/1/02
MKA updated – file is safe with case officer (BP)

John Muir
Kemp Muir Wealleans

Encs:

cc:

Brian Shrubsall	Ian David Ltd
Oliver Richards	ORMS
Neil Bisco	Ink
Gavin Atkinson	Murdoch Green Kensalls
Graham Charlesworth	Ridd Wood Partnership
Mark Smith	Atelier Ten

Directors:
Martyn Kemp Dip Arch RIBA
John Muir Dip Arch RIBA
Consultant:
Jon Wealleans MA(RCA) FCSD
Registered office:
Kemp Muir Wealleans Ltd
247-249 Cromwell Road
London SW5 9GA
Registered in England
Number 3103966

kemp muir wealleans architects designers

247-249 Cromwell Road
London SW5 9GA
Tel 020 7370 9830
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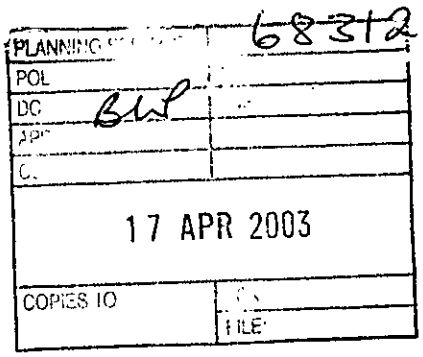
mail@kmw.co.uk



Mrs B Polnik
Wokingham District Council
Planning Department
P O Box No: 157
Shute End
Wokingham
Berkshire RG40 1WR

JDM/0028/sjr
16th April 2003

Dear Mrs Polnik

Re: EXA HOUSE, WOKINGHAM
Planning Application Reference No: F/2001/3437

At the request of our client we have been asked to withdraw the planning application submitted on their behalf in respect of the above development submitted on 13th February 2001.

Yours sincerely

John Muir
Kemp Muir Wealleans

cc: John Osborn, AXA
Brian Shrubsall, Ian David Ltd

Directors:
Martyn Kemp Dip Arch RIBA
John Muir Dip Arch RIBA
Consultant:
Jon Wealleans MA(RCA) FCSD
Registered office:
Kemp Muir Wealleans Ltd
247-249 Cromwell Road
London SW5 9GA
Registered in England
Number 3103966

For file

3437

44658

kemp muir wealleans architects designers

247-249 Cromwell Road
London SW5 9GA
Tel 020 7370 9830
Fax 020 7373 5993
mail@kmw.co.uk

COPIED TO: | ACK:
FILE:

Mrs B Polnik
Wokingham District Council
Planning Department
P O Box No: 157
Shute End
Wokingham
Berkshire RG40 1WR

JDM/9806/sjr
15th June 2001

Dear Mrs Polnik

Re: FORMER TESCO STORE, WOKINGHAM

Thank you for forwarding the receipt for application number F/2001/3459 which we forwarded to our client accordingly.

Axa Real Estate Investment Managers have now asked for a receipt in respect of the planning fee for the application no: F/2001/3437 in the sum of £1,330. Once again, we would be grateful if you could make arrangements to have this issued in due course.

Many thanks.

Yours sincerely

Paid on 8/3/01.

Sara Rielly
Kemp Muir Wealleans

Axa Equity & Law Life assurance Soc.

Receipt Sent. 10/7/01

Directors:
Martyn Kemp Dip Arch RIBA
John Muir Dip Arch RIBA
Consultant:
Jon Wealleans MA(RCA) FCSD
Registered office:
Kemp Muir Wealleans Ltd
247-249 Cromwell Road
London SW5 9GA
Registered in England
Number 3103966

3437

BRIEF NOTES OF SAI MEETING – 2nd April 2001

Present : Colin Lawley
John Mitchell
Sharon Graham
Jim Dunning
Lisa Jarvis
Marc Sartorio

Apologies : Helen Rowlay
Suzanne McLaughlin
Tom Callaghan

Briefing Reports from Development Control were considered by the Group and the following recommendations were made :-

1. Sandmartins Golf Club, Wokingham (Proposed Clubhouse Extension and new Health & Fitness Club)

   - JD and JM pointed out the large Health & Fitness building (2,732m^2) was contrary to Planning policy and not a sustainable scheme. As far as the Clubhouse Extension (504m$^{2)}$ was concerned, this was a borderline case.

     Although the application was likely to be refused, nevertheless the SAI Panel felt contributions should be sought on a precautionary basis.

   - In the absence of a Highways representative it was suggested that contributions should be made towards improving public transport along the Finchampstead Road, etc.

     Highways to provide information on any highway junction or network improvements in the vicinity of the site.

   - It was considered that contributions could not be justified towards recreation, education, community facilities or social housing due to the nature and location of the proposed development.

   - **Leisure to explore the possibility of public or community access as a separate issue.**

2. Exa House, Wokingham (proposed B1 Office Extension) :

   - It was noted that the application was only a few metres over the threshold (i.e. 505m^2) for consideration for SAI contributions.

   - The existing and proposed offices were in the Town Centre, well served by public car parks, railway station and bus terminus. It was therefore considered unreasonable to ask for highway contributions, although on-site parking should be limited to encourage use of other means of transport.

- A small contribution towards enhancement of the public open space on the west side of Elms Road that adjoins Exa House, e.g. public seating.

- A contribution towards the Library central book stock is required (appropriate to this small scheme).

3. Proposed Scheme for Former Tesco Store, Wokingham

- The major element of the scheme provides for change of use from A1 Retail to D2 Fitness and Leisure with the remainder of the space largely being retained as retail.

- The Panel considered the overall scheme would have the same or possibly less impact on the infrastructure than the previous Tesco store, when operational. It was agreed the use for an otherwise large and redundant building should be encouraged to help regenerate this part of the Town Centre.

- It was noted there had been a traffic impact assessment and the scheme was neutral when compared to the former use. However, the Developer was making some provision for secure cycle parking on site to encourage more sustainable travel. Additionally, some town signage related to the new use should be considered.

- The Developer had also offered some landscaping and paving works for the adjacent areas.

- Given the nature of the scheme, other contributions were not considered appropriate.

4. Re-development of Forest Lodge, Winnersh (block of flats)

- The Panel noted that the net addition of dwellings (9no.) was below the threshold for SAI contributions, but nevertheless a request should be made that can be withdrawn if strongly challenged by the Developer.

- It was noted a similar scheme for 13 flats had been completed by the Developer on the opposite side of the road (i.e. Arnwood) and contributions received may provide some guidance for the current application.

- There is a scheme in the Local Plan for junction improvements at Old Forest Road/Reading Road and a contribution is appropriate (but in keeping with the size of the development).

- A small contribution for community/leisure facilities and **Leisure (Lisa Jarvis) to discuss with Emmbrook Cricket and Football Club their possible requirements that would improve the community's sports access.**

- Standard Education contribution to local schools (i.e. Emmbrook) if there are no surplus places.

5. Any Other Business

- JM informed the Panel that the District Auditor was reviewing S.106 Agreements and will certainly wish to meet the POG and, possibly, members of the SAI Panel.

  All agreed that in recent times the Council had made considerable advances in S.106 contributions and the achievements should be brought to the attention of the Auditor.

.... 0 ....

Marc Sartorio

09.04.01

WORK SHEET FOR : Mrs B Polnik

Application Number : F/2001/3437

Applicant : Exa Equity And Law C/O Kemp Muir Wealleans.

Location : Exa House, Alexandra Court, , Wokingham.
Proposal : Proposed three storey extension to office building for (B1) office use.

Site Notice Displayed ? : YES [ ] NO [ ] DATE [ ]

Date of Neighbour Notifications : .....

Date of Site Visit : .....

Date Registered : 27/02/2001

Earliest Date for Decision : 29/03/2001

Latest Consultation Date/Site Notice Expiry Date : 29/03/2001

This application will have expired on: 24/04/2001. You need to make a decision 1 day prior to this date for this application to count as determined in less than 8 weeks.

Consultation Responses :

Planning Issues :

Application Number: F/2001/3437

Appraisal :

Recomendation : Approval: ☐ **Refusal:** ☐
(tick appropriate box)

Application Number F/2001/3437
Conditions/Reasons for Refusal

No	Std Con	Std Reas	Non Std Conditions / Reasons for Refusal

RECORD OF SITE VISIT

SITE ADDRESS: Exa House Alexandra Court Wokingham.

APPLICATION NUMBER: F/2001/3437

OFFICER: Mrs B Polnik

DATE OF SITE VISIT:.....

1 SITE/STATUTORY NOTICE DISPLAYED ?

2. DESCRIPTION OF SURROUNDINGS

3. DESCRIPTION OF SITE/BUILDING

4. RELATIONSHIP TO ADJOINING PROPERTIES

5. SITE CONSTRAINTS

TREES

ACCESS/PARKING

LEVELS

BOUNDARY TREATMENT

OTHERS

**********FILE COPY**********

Tel: 0118 974 6450

Date: **05 March 2001**

My ref: F/2001/3437

CONFIDENTIAL

Councillor Marinos
10 Wildcroft Drive
Wokingham
RG40 3NY

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Councillor

Application Number: F/2001/3437
Exa House, Alexandra Court, , Wokingham.
Proposed three storey extension to office building for (B1) office use.

I write to let you know that the above mentioned house holder application has been received

At this stage a recommendation has not yet been made. This form should only be returned if it is likely that you may wish the application to be listed for consideration by the Development Control Sub-Committee. This form must be received no later than 28 days from the date of this letter.

If you have any questions please do not hesitate to contact **Mrs B Polnik** on **0118 974 6450**.

Yours faithfully,

John Mitchell

John Mitchell
Development Control Manager

LISTING FORM

Case officer: **Mrs B Polnik** Application Number: **F/2001/3437**
Exa House, Alexandra Court, , Wokingham.
Proposed three storey extension to office building for (B1) office use.
I wish this application to be listed should the officers recommendation be for_____
and my reason(s) are_____
_____
_____

Signed: _____ Date: _____
Councillor Marinos

**********FILE COPY**********

Tel: 0118 974 6450

Date:

My ref: F/2001/3437

CONFIDENTIAL

Councillor D Morgan
Valois Farm
Range Road
Wokingham
RG40 3NR

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Councillor

Application Number: F/2001/3437
Exa House, Alexandra Court, , Wokingham.
Proposed three storey extension to office building for (B1) office use.

I write to let you know that the above mentioned application has been recommended for APPROVAL: ☐ REFUSAL: ☐ under delegated powers.

If you have any questions please do not hesitate to contact **Mrs B Polnik** on **0118 974 6450**. If you then feel the application needs to be transferred to the next available Development Control Committee for decision please fill in the form below.
This form must be received no later than _____

Yours faithfully

John Mitchell
Development Control Manager

LISTING FORM
Case officer: **Mrs B Polnik** Application Number: **F/2001/3437**
Exa House, Alexandra Court, , Wokingham.
Proposed three storey extension to office building for (B1) office use.

Transfer: Yes ☐ No ☐
Reason for Transfer:

_____

_____

Signed: _____ Date: _____

Councillor D Morgan

NB. It would be helpful for speedy decision making if you could respond, even if you do not wish this application to be transferred.

Tel: 0118 974 6450

Date:

My ref: F/2001/3437

CONFIDENTIAL

Councillor C Hudson
4 Sapphire Close
Wokingham
RG41 3DU

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Councillor

Application Number: F/2001/3437
Exa House, Alexandra Court, , Wokingham.
Proposed three storey extension to office building for (B1) office use.

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If you have any questions please do not hesitate to contact **Mrs B Polnik** on **0118 974 6450**. If you then feel the application needs to be transferred to the next available Development Control Committee for decision please fill in the form below.
This form must be received no later than _____

Yours faithfully

John Mitchell
Development Control Manager

LISTING FORM
Case officer: **Mrs B Polnik** Application Number: **F/2001/3437**
Exa House, Alexandra Court, , Wokingham.
Proposed three storey extension to office building for (B1) office use.

Transfer: Yes ☐ No ☐
Reason for Transfer:

_____

_____

Signed: _____ Date: _____

Councillor C Hudson

NB. It would be helpful for speedy decision making if you could respond, even if you do not wish this application to be transferred.

Basia Polnik

To: Anna Cronin
Subject: Exa House

Anna,

Following this mornings discussion re: Exa House cttee report I have now spoken with Andrew Spicer. The purpose of realigning the access road to the Fleetwork site, other than providing access to the adjoining site, was to distance vehicles from the proposed entrance to the leisure club. If Exa House application is refused/withdrawn then a separate application could be made for the change of use of the public open space and associated engineering works. However in order to justify the loss of open space in policy terms we may require a contribution to enhance existing recreational facilities eg. public seating.

Can we discuss how to progress the matter tomorrow morning as reports are going to print Tuesday lunch-time?

Basia

AXA
REAL ESTATE
INVESTMENT MANAGERS

BP 44519

JO/aw

Mrs B Polnick
Planning Department
Wokingham District Council
PO Box 151
Shute End
Wokingham
Berkshire RG40 1WH

Direct Line: 020 7367 8113

Email: john.osborn@axa-reim.co.uk

11 June 2001

Fax No: 0118 974 6484

Dear Mrs Polnick

EXA HOUSE, ALEXANDRA COURT, WOKINGHAM

I refer to the Planning Application in respect of Exa House and am pleased to confirm that should we succeed in obtaining Planning Permission for the extension to Exa House in accordance with our Planning Application, then we are amenable to making the following contributions when the extension is first occupied:

1. £15,000 in respect of Highways and Public Transport. for local sustainable initiatives and/or traffic management
2. £800 in respect of Local Libraries Services.
3. £2,000 in respect of Public Open Spaces and Amenities.

We look forward to receiving Planning Consent in due course.

Yours sincerely

CHARLES MAUDSELY
FOR AND ON BEHALF OF AXA SUN LIFE PLC

AXA
REAL ESTATE
INVESTMENT MANAGERS

Mrs B Polnick
Planning Department
Wokingham District Council
PO Box 151
Shute End
Wokingham
Berkshire RG40 1WH

Fax No: 0118 974 6484

44456

PLANNING SERVICES	HPT
POL	TLS
DC BP	ENF
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CS	
13 JUN 2001	
COPIES TO:	ACK:
	FILE:

JO/aw

Direct Line: 020 7367 8113

Email: john.osborn@axa-reim.co.uk

11 June 2001

Dear Mrs Polnick

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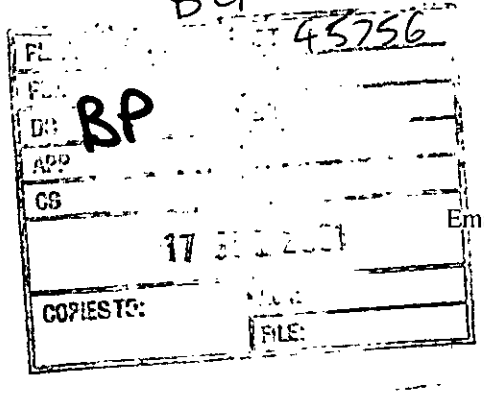
Yours sincerely

CHARLES MAUDSELY
FOR AND ON BEHALF OF AXA SUN LIFE PLC

AXA
REAL ESTATE
INVESTMENT MANAGERS

BCP 45756



Mrs B Polnick
Planning Department
Wokingham District Council
PO Box 151
Civic Offices
Shute End
Wokingham RG40 1WH

FAX AND POST: 0118 974 6484

JO/aw

Direct Line: 020 7367 8113

Email: john.osborn@axa-reim.co.uk

13th July 2001

Dear Mrs Polnick

EXA HOUSE, ALEXANDRA COURT, WOKINGHAM

I write further to my facsimile dated 25th June and 2nd July relating to the proposed extension to the above office.

I have received further advice from our letting agents DTZ Debenham Tie Leung and am now enclosing a copy of their letter dated 12th July.

You will note that they refer to a specific requirement for between 3,500 and 4,500 sq ft within the town centre of Wokingham, which appears to match what we plan to provide. They also highlight the speed of which small new office units of a similar nature to that which we plan to provide have been let.

This is very encouraging and DTZ conclude they are "confident that there is strong demand in the current market for units or suites of up to 8,000 sq ft with particular demand demonstrated for those less than 5,000 sq ft".

I trust that this will enable you to treat our applicable favourably.

Yours sincerely

JOHN OSBORN

cc. Bryan Shrubsall

PAP 255

020 7600 5385

AXA REAL ESTATE INVESTMENT MANAGERS

BC1

45762

BP

Mrs B Polnick
Planning Department
Wokingham District Council
PO Box 151
Civic Offices
Shute End
Wokingham RG40 1WH

FAX AND POST: 0118 974 6484

JO/aw

Direct Line: 020 7367 8113

Email: john.osborn@axa-reim.co.uk

13th July 2001

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Yours sincerely

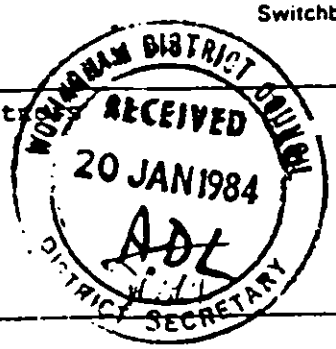
JOHN OSBORN

cc. Bryan Shrubsall

C/820/NH/P

Department of the Environment and Department of Transport
Common Services
Room1320Tollgate House Houlton Street Bristol BS2 9 DJ
Telex 449321
Direct line 0272-218875
Switchboard 0272-210811

5117



Messrs W R Davidge and Partners
Livingstone House
11 Carteret Street
Westminster
LONDON
SW1H 9DL

Your reference
RFK/JH/4458
Our reference
T/APP/H0330/A/83/006970/PE1
Date
19 JAN 1984

Gentlemen

TOWN AND COUNTRY PLANNING ACT 1971, SECTION 36 AND SCHEDULE 9
APPEAL BY CHARTERHOUSE JAPHET CREDIT LIMITED
APPLICATION NO:- 20028(F)

1. As you are aware I have been appointed by the Secretary of State for the Environment to determine this appeal against the decision of the Wokingham District Council to refuse planning permission for a change of use from retail to office use at Unit 5 Alexandra Court, 27/35 Denmark Street, Wokingham. I have considered the written representations made by you and by the council and also those made by other interested persons. I inspected the site on 19 December 1983.

2. From my inspection of the site and its surroundings and the representations made I am of the opinion that the determining issue in this case is whether the proposal is in accordance with the relevant planning policies for the area and if not whether there are any special circumstances of your client's case which should override such policies.

3. The appeal premises, which are vacant at the present time, form part of the ground floor of a 3-storey building in Alexandra Court, a mixed development of offices and shops situated to the west of Denmark Street in the town centre of Wokingham. The building of which the appeal site forms part, is predominantly in use as offices with the upper 2 floors and part of the ground floor being used for that purpose. Immediately opposite to the site is a large Tesco supermarket.

4. With regard to the first issue I note that the site is in an area designated primarily for shopping purposes in the approved Town Map and that the interim policies for development control for the town centre require applicants to show that new but unoccupied shop units are unsuitable for retail use before they can be considered for a change of use. In my view the use of the appeal premises for offices must be considered as being contrary to the shopping policies for the area, although it would conform with the relevant office policies in the approved tructure Plan.

5. I have considered most carefully the special circumstances of your client's case and it seems to me that there are a number of features in favour of the proposed change of use. Firstly the greater part of the building of which the appeal premises form part are already in use as offices. Secondly they have been vacant since February 1982 which does not indicate that there is any strong demand for shopping units in the area, which could reasonably have been expected as the site is opposite a large modern supermarket. Finally that supermarket is the main draw for shoppers in the area and will remain so regardless of the use to which the appeal premises are put. Having regard to all these factors and providing that a window display wa

provided to prevent the development having a deadening effect on the vitality of what is basically a shopping area. I consider that the special circumstances of this case are sufficient to override the shopping policies for the area.

6. I have considered all other matters raised including the future population of the area, the views of other shopkeepers in the area and the alteration in likely occupier of the premises but in my view they are not of sufficient force to alter the decision I have reached.

7. For the above reasons, and in exercise of powers transferred to me, I hereby allow this appeal and grant planning permission for the change of use from retail to office use at Unit 5 Alexandra Court, 27/35 Denmark Street, Wokingham in accordance with the terms of the application (No. 20028(F) and the plans submitted therewith, subject to the following conditions:

1. the development hereby permitted shall be begun not later than 5 years from the date of this letter;

2. a window display shall be provided at all times.

8. Attention is drawn to the fact that an applicant for any consent, agreement or approval required by a condition of this permission has a statutory right of appeal to the Secretary of State if approval is refused or granted conditionally or if the authority fail to give notice of their decision within the prescribed period.

9. The developer's attention is also drawn to the enclosed note relating to the requirements of the Chronically Sick and Disabled Persons Act 1970.

10. This letter does not convey any approval or consent which may be required under any enactment, byelaw, order or regulation other than section 23 of the Town and Country Planning Act 1971.

I am Gentlemen
Your obedient Servant

W D Charnley

W D CHARNLEY BA(Hons) MRTPI
Inspector

ENC

NOTICE OF REFUSAL

WOKINGHAM DISTRICT COUNCIL

LOCAL GOVERNMENT ACT, 1972

BJM/CPW

TOWN AND COUNTRY PLANNING ACT, 1971

To: Charterhouse Japhet Credit Ltd
Alexandra Court
27/29 Denmark Street
Wokingham
Berks

WOKINGHAM DISTRICT COUNCIL
COUNCIL OFFICES
SHUTE END
WOKINGHAM, BERKS., RG11 1BN

Application No. 20028 (F)

Proposal Change of use from retail to office use at Unit 5 Alexandra Court, 27/35 Denmark Street, Wokingham

The Wokingham District Council in pursuance of their powers under the above Acts hereby REFUSE to grant planning permission in respect of the above development as described in the application and accompanying plans submitted by you to the Council, for the following reasons:

1. The proposed change of use represents a further undesirable loss of a retail unit in a part of the town centre where shopping should remain the predominant use. Furthermore, the proposal conflicts with the provisions of the approved Wokingham Town Map in that the site lies within an area allocated primarily for shopping use. (R123)

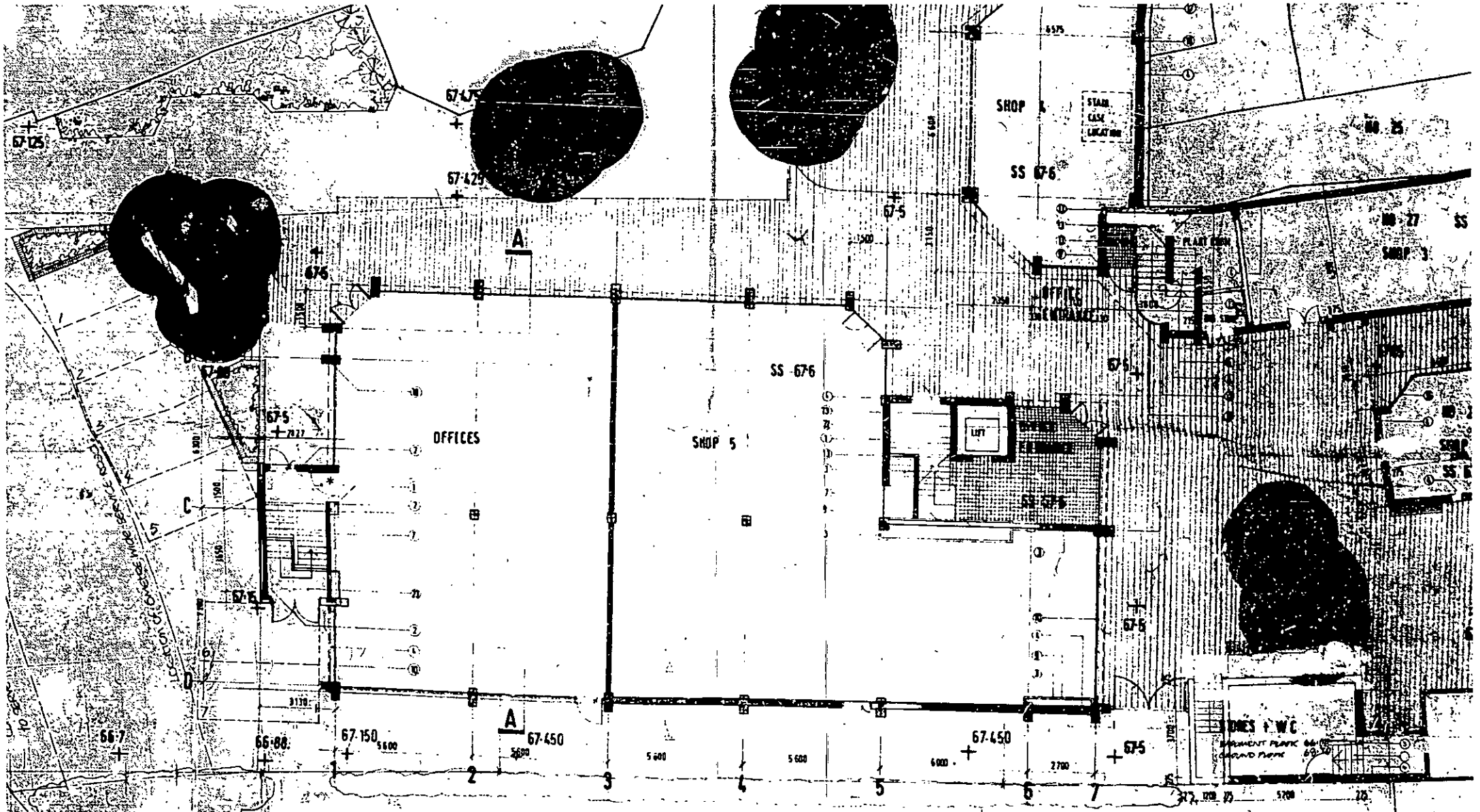
2. The proposal conflicts with the proposals contained in the approved Wokingham Town Centre District Plan - Interim Policies for Development Control, and will be detrimental to the successful implementation of the principles underlying these policies.

09 SEP 1983

Date .....

.....
District Secretary

N.B. A statement of the applicant's rights is set out overleaf.



Ground Floor Plan

20028

WOKINGHAM DISTRICT COUNCIL

TOWN AND COUNTRY PLANNING ACT 1971

An appeal by Charterhouse Japhet Credit Limited against the REFUSAL of Wokingham District Council to permit the change of use from retail shop to offices at Unit 5, Alexandra Court, 27/35 Denmark Street, Wokingham.

Department of the Environment Ref:- APP/H0330/A/83/6970

District Planning Authority Ref:- 20028

Written Representation by the District Planning Authority

1.00 THE APPLICATION

1.01 This appeal relates to application 20028 submitted by Charterhouse Japhet Credit Ltd on 22nd July 1983 which proposed the change of use from retail to offices of Unit 5 of a three storey predominantly office building standing in Alexandra Court, off Denmark Street, Wokingham. The application was for full planning permission and was accompanied by drawings indicating the proposed internal and external changes to the building which were required to facilitate the change of use. The application was considered by the Council's Planning Committee in August 1983 and refused by notice dated 6th September 1983.

2.00 THE SITE AND ITS SURROUNDINGS

2.01 As stated above, the appeal site forms part of the ground floor of a 3-storey office building standing in Alexandra Court which lies to the rear of 27-35 Denmark Street in the Wokingham town centre. Alexandra Court is a mixed development comprising 5 shops and offices which was developed on land to the rear of the latter properties following a permission granted in 1' 9. The appeal site comprises shop unit 5 of this development wh.. is a medium sized unit measuring 2.560 square feet occupying an important retailing position facing into a small courtyard close to the main entrance to the newly opened T..co store which is now undoubtedly the main

retailing magnet in the town centre.

2.02 The town centre of Wokingham in which the appeal site lies has developed from a small former market town to a thriving district centre serving an expanding local population. Appendix I to this statement indicates the known and projected population figures for the former Wokingham Borough area from 1966 to 1986 and this highlights the considerable expansion which has occurred and which is envisaged in the town centres retail hinterland. In view of the historic nature of the town opportunities for further retailing provision is limited and consequently it is considered that every effort needs to be made to preserve the present shops to ensure that an adequate level of service is maintained.

2.03 The appeal site is shown in red on the 1:2500 scale plan accompanying this statement which also indicates sites of related decisions in the town centre (a summary of these is given in Section 3.00 of this statement).

3.00 HISTORY OF THE APPEAL SITE AND SURROUNDING AREA

3.01 The following recent decision have been made previously on the appeal site and immediately adjoining land at 27/35 Denmark Street.

Application No.	Proposal	Decision/Date
03911	Change of use of 31-35 Denmark St. from shops to offices	Refused 21/1/76
13121	Development of site comprising 27-35 Denmark Street with shops, offices, access road and pedestrian areas with 2-storey building fronting Denmark Street and 3-storey building at rear	Approved 3/7/80
19379	Change of use from retail to estate agency at unit 1, 27-35 Denmark Street	Approved 2/6/83

3.02 The following decisions which are relevant to this appeal have been made previously in Wokingham Town Centre:-

A. MARKET PLACE

Address	Application No.	Description	Decision/Date
4	14700	Change of use from shop to estate agency	Refused 15/1/78
17	02535	Change of use of shop to offices	Refused 15/5/75
23	02545	Change of use of shop to estate agency	Approved 15/5/75
28	08008	New building - shops and offices	Approved 13/4/78
6	16842	Change of use to building society branch office	Refused 22/1/82 Allowed on appeal 13/5/83

B. DENMARK STREET

19	03934	Change of use of shop to office	Refused 17/4/75
47	17020	Permanent consent for office use	Approved 11/3/82
51	07509	Change of use of ground and first floor to offices	Approved 19/1/78
2	R/94/72	Change of use to offices	Approved 5/7/72

C. PEACH STREET

1	03000	Change of use of cafe to offices	Refused 7/8/75
1	04941	Change of use to betting shop	Refused 20/1/77
13	G/1/70	Change of use of shop to employment office	Approved 1970
58	19271	Change of use of shop to estate agents	Refused 6/5/83

D. BROAD STREET

Address	Application No.	Description	Decision/Date
21	08044	Change of use to estate agents	Approved 11/5/78
25	R/204/73	Change of use to estate agents	Approved 16/8/73
6	07947	Change of use to Building Society branch office	Approved 13/4/78
10	06325	Change of use of shop to building scciety	Refused 9/6/77
10	06755	Change of use to building society and retail	Approved 25/8/77
10a-12	10461	Change of use of shop to offices	Refused 4/5/79 Allowed on appeal 23/1/80
12a	06141	Change of use to estate agents	Approved 14/4/77
14	17723	Change of use to estate agents	Refused 1/7/82 Allowed on appeal 31/6/83

4.00 POLICIES

4.01 It is considered that the following policies and other statements published by the District Council are relevant to these appeals:-

(a) The Wokingham Town Map which became effective on 1st April 1966 and will remain in force until it is revoked by the Secretary of State which is only likely to occur following the adoption of formal local plans for the areas covered by it, and

(b) The District Council's "Interim Policices for Development Control for the Wokingham Town Centre", which were published in July 1983.

(c) The approved Central Berkshire Structure Plan which became operative on 12th May 1980.

5.00 EXPLANATORY COMMENTS

5.01 The appeal premises lie within an area allocated primarily for shopping purposes on the Wokingham Town Map. Although this development plan is now somewhat outdated, it is still a valid document by virtue of the following statement which appears in an explanatory note at the beginning of the approved Central Berkshire Structure Plan:-

> "The Secretary of State's decision letter and the Plan as modified is the statutory development plan for Central Berkshire. However, the 'old style' plans also remain in force until revoked by the Secretary of State...".

Consequently, the designated use of this site for retailing purposes is considered to be of prime importance in the determination of this appeal as although the Town Map principally reflects land uses which were in being at the time of its preparation it also clearly indicates areas which should be retained for such a use by virtue of their location in the town centre. As mentioned earlier the site is very close to the new Tesco store which is undoubtedly the primary magnet in the town centre and any shopping premises in the vicinity must be considered to be a prime retailing location.

5.02 Since the adoption of the Central Berkshire Structure Plan, no formal local plan for the Wokingham Town Centre has been prepared. However, in view of the considerable pressures on the Town Centre, interim policies for development control were published in July 1933. Although no specific policy has been adopted regarding the change of use of purpose built retail units which are yet to be occupied (such as the appeal site), the following advice on the matter appears in paragraph 3.09 of the approved policy document:-

> "Proposals relating to new, but not yet occupied, shop units may be considered, on the grounds that these would not involve the loss of a retail user, but applicants must be able to show the unit to be unsuited for retail use..."

In the case of this appeal the appellants have not provided any evidence to suggest that the appeal premises are unsuited for retail use. On this point, the DPA are firmly of the opinion that

the premises are eminently suitable for retail use by virtue of their location in relation to the main shopping magnet in the town centre (ie Tesco's) and their position in the town centre as a whole, in particular to the main pedestrian routes. Furthermore, the DPA would comment that if the unit has not attracted sufficient interest as a single unit, it could easily be sub-divided into two smaller ones by virtue of its two frontages onto Alexandra Court.

5.03 Although no reference was made on the refusal notice regarding the Central Berkshire Structure Plan (as there are no policies in it to which the proposal is considered to be contrary) the Plan is noteworthy in connection with this appeal with regards to its policies on housing and shopping. In respect of its housing policies, the Secretary of State in approving the Structure Plan, modified Housing Policy H.4 to the effect that land for a further 8000 houses should be released as from the end of 1983 (in addition to the 31,700 dwellings provided for) and it is likely that a significant proportion of this total will fall within the Wokingham District Council and the new population will look towards the town of Wokingham as a service centre. However, despite the modification to this housing policy, the Secretary of State did not modify the policy governing the provision of shopping floorspace to the same extent and it is therefore likely that the large population increase will outstrip the shopping provision in the very near future. There is therefore a real possibility that the overall attractiveness of Wokingham for shopping will decrease to the detriment of the existing retailers and the town as a whole unless every effort is made to retain viable retail units such as the appeal site.

6.00 COMMENTS ON GROUNDS OF APPEAL

6.01 The DPA wish to make the following comments on the appellant's grounds of appeal:

1. It is accepted that the appeal building is located in an area which is entirely commercial in character but this commerciality includes both shop and office uses.

2. It is also accepted that the majority of the appeal building is in office use and the appeal site is presently vacant.

3. The use of the south-eastern section of the ground floor of the appeal building for retail purposes was intended to ensure that maximum advantage was taken of the prime shopping location outside the new Tesco store wherefrom the appeal site is readily visible and in front of which heavy pedestrian movement presently occurs. Its use for office purposes (and not even as service offices such as an estate agents) would in the opinion of the DPA result in the loss of an important retailing location to the detriment of the retailing attractiveness of the town as a whole and nearby shops in particular.

4. Whilst it is accepted that the vacant section of the building presently detracts from the amenities of the area, it is considered that the situation would be improved to a greater degree if retail use was introduced rather than office use as the former would undoubtedly have the benefit of an attractive and varied shopfront display. Furthermore, although it is accepted that the appeal premises have been vacant for some time, the DPA are not convinced from the evidence provided to date that they are unsuitable for retail use as either one or two shopping units.

5. The premises were provided as a retail outlet and the fact that they are unoccupied at present does not mean that the Town Centre is deprived of retail premises.

6. It is accepted that the appellants have a convincing operational need for further office space, but there are considered to be other vacant office premises in the town which could meet this requirement equally well as the appeal premises. It is not considered that simply a change of address would jeopardise the operational efficiency of the company whereas the loss of the retail unit would be irretrievable.

7/8. It is agreed that the appeal proposal conforms with the relevant office policies in the Central Berkshire Structure Plan. However, it conflicts with the Interim Policies for development control in Wokingham Town Centre for the reasons which were mentioned

earlier (see paragraph 5.02).

9/10. For the reasons given in this statement it is considered that the refusal of the application was quite proper having regard to the policies operative in the Wokingham Town Centre, the other reasons given earlier in this statement and the advice contained in Circular 22/80. In conclusion, it is therefore requested that the Secretary of State upholds the decision of the DPA in dismissing this appeal.

However, if he feels that there are sufficiently compelling reasons to allow it, it is requested that he imposes the following planning conditions:-

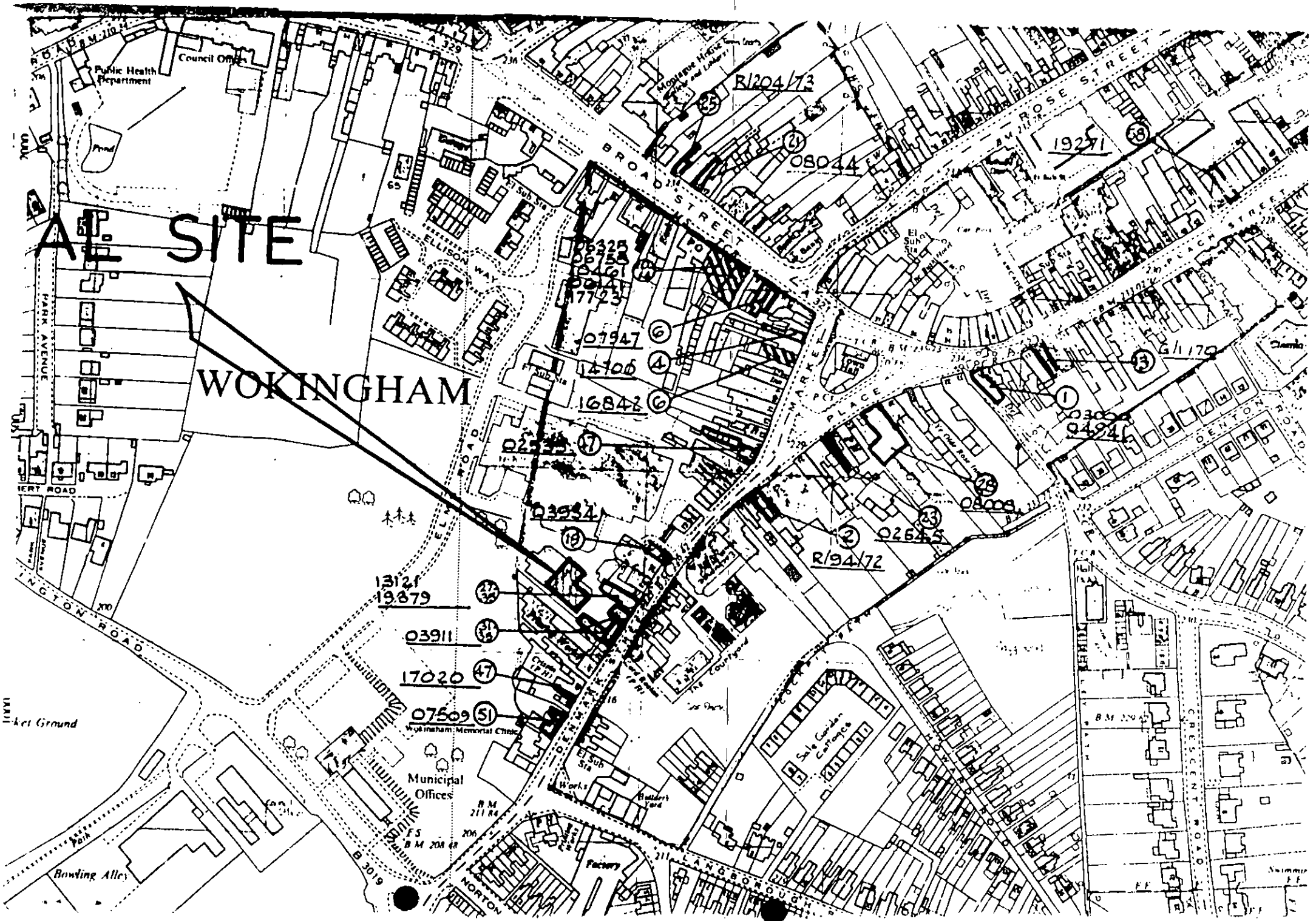
(1) "The development hereby permitted shall be commenced within five years from the date of this permission.

REASON This condition is deemed to be attached by virtue of Section 41(1) of the Town and Country Planning Act, 1971. (5)

(2) A window display shall be maintained at all times.

REASON In the interests of visual amenity in order to protect the retailing character of this locality."

PJM/SB
1/11/83


AL SITE
WOKINGHAM
Public Health Department
Council Offices
Pond
PARK AVENUE
ELLISON WAY
BROAD STREET
ROSE STREET
PLACE
MARKET
DENTON ROAD
CRESCENT ROAD
LANGBOROUGH
NORTON
Municipal Offices
Wokingham Memorial Clinic
Bowling Alley
Factory
Sale Garden Cottages
R/204/73
08044
19271
07947
14700
16842
03934
13121
19879
03911
17020
07509
R/94/72
02645
08008
G/1170

DRAFT
APPLN WITHDRAWN

Application No. F/2001/3437 **Received 27.2.01** **Wokingham**

Applicant: **Axa Equity and Law**
Location : **Exa House, Alexandra Court, Wokingham**
Proposal : **Proposed 3 storey extension to office building for B1(a) office use**

1. **Introduction** – This application relates to Exa House, a brick 3 storey office building located immediately south west of the former Tesco/Elm Road multi-storey car park building which was the subject of a separate planning application, F/2001/3459 for part change of use to leisure club, A3 (food and drink), possible B1 office use and retention of some retail. This application was approved at the Development Control Meeting on 23rd May 2001.

   The site lies within the town centre and retail centre boundaries of Wokingham and a conservation area. Immediately to the north west of the building is a small private car park beyond which is an area of public open space. The site is bound by Fleetworks to the south west which has planning permission for redevelopment as offices. Vehicular access to this development would be via the Exa House car park.

   Planning history of the site dates back to 1980 when planning permission (13121) was granted for the buildings surrounding Alexandra Court. The building as originally permitted was part retail and part office on the ground floor with offices above. In September 1983 planning permission (20028) was refused for a change of use of this retail unit (referred to as Unit 5) on grounds of undesirable loss of retail unit. The office use was allowed on appeal.

2. **Proposal** – To erect a 3 storey extension to the building (1,455m^2) to provide 505m^2 of additional gross office floorspace (459m^2 net) ie. 35% increase in gross floorspace. The footprint of the building would extend into the parking area.

   The existing access road would be extended encroaching onto a landscaped/grassed area, defined as public open space in both the South East Area Local Plan and Wokingham District Local Plan, by a maximum of 3.7m in order to maintain vehicular access for Fleetworks on the adjoining site. Four parking spaces would be provided.

   Revised plans were received on 15th May 2001 showing the addition of a pitched roof at first floor level and improvements to the west elevation.

3. **Consultations** –
   - ***Highway Authority :*** There is no objection in principle to this proposed development. However, this is subject to the applicant entering into a S106 agreement to secure the provision of a Green Travel Plan covering the whole of the office block and a financial contribution of £15,000 towards local sustainable transport initiatives. The contribution will be directed towards improved accessibility to public transport and the proposed cyleway linking the Town

- ***Conservation Architect :*** general form, details and materials appear acceptable in this location in conservation area. The proposal includes the removal of a small group of trees which should be either replanted or replaced. The revised plans enhance the original scheme.
- ***Landscape Architect :*** application proposed the removal of the raised brick planters and tree planting. These are not particularly important landscape features although replacement planting and new landscape treatment along the boundary would soften the view of the extension from Elmsfield Park.
- ***Environmental Health :*** no objection subject to condition restricting hours of construction.
- ***Archaeologist (Babtie) :*** archaeological evaluation required.
- ***Crime Prevention Design Adviser (Police) :*** the courtyards and pedestrian walkways behind the main thoroughfares in Wokingham town centre are not subject to good natural surveillance outside the working day and have been vulnerable to graffiti and other vandalism, skateboarding and other youth gathering activities, which has been a disincentive to legitimate users passing through.
  The proximity of nearby changes of use to encourage more leisure movement may alleviate this, but good lighting, and in the absence of a town centre CCTV system, encouraging business to equip their own building and related public movement space, with appropriate surveillance / security, would be a major contribution to improving the safety and lawful use of adjacent public routes. Should the eventual occupiers feel that their business crime risk justifies the use of CCTV and other security strategies, I would fully support this in any subsequent application for planning permission.
  Lighting of the area will be important, as will planting where appropriate, to keep casual intrusion away from the building fabric and keep privacy at ground floor windows.
  The building fabric should be resistant to graffiti and all accessible glazing should be of laminated glass.
- ***Wokingham Town Council :*** *"no comment".*
- ***Letters of representation*** : none received.

4. **Appraisal** – Main issues are:

   A. Principle of extension for office use in this location: (policies BU1 of Berkshire Structure Plan; WOS1, WOS3, WEM4 and WR2 of Deposit Draft Wokingham District Local Plan and policies STV1, SE2, SR4 and ST3 of South East Area Local Plan).

   B. Impact on visual amenity of area/character of conservation area: (policies SBE1/2, SBE14/15, SR4 and ST3 of South East Area Local Plan and policies WBE1, WHE4, WR2 of Deposit Draft Wokingham District Local Plan).

   C. Impact on amenities of neighbouring occupiers: (policies SBE1/2 of South East Area Local Plan and policy WBE1 of Deposit Draft Wokingham District Local Plan).

   D. Highway issues: (policies WOS3 and WT6 of Deposit Draft Wokingham District Local Plan).

E. Service, Amenities and Infrastructure Requirements: (policies LD6 and LD8 of Berkshire Structure Plan; SR8 and SPS1 of South East Area Local Plan; policies WOS4 and WR8 of Deposit Draft Wokingham District Local Plan and SPG A9).

F. Archaeological issues: (policies EN6 of Berkshire Structure Plan; SBE21 of South East Area Local Plan and policy WHE15 of Deposit Draft Wokingham District Local Plan).

G. Other issues.

A. Principle of extension for office use in this location

The application relates to an existing building used as offices for many years. PPG6 would encourage the principle of office use in town centres, however the Berkshire Structure Plan says that Wokingham is not generally suitable for such use because of the nature of the town and the congestion that it suffers. Consequently policy WSH22 has identified only limited locations where office development should be carried out in Wokingham and this is not one of those. However policy WSH22 is intended to relate to new office development rather than extension of existing premises as proposed in this case.

The relevant local plan policy for considering the office extension would be WEM4 of Deposit Draft Wokingham District Local Plan and SE2 of South East Area Local Plan. Although the new floorspace exceeds the 300m^2 ceiling set by policy SE2 of South East Area Local Plan this figure has not been carried through to the emerging Deposit Draft Wokingham District Local Plan.

NB. Case officer to be updated 29.6.01 on whether a tenant has been secured ie. whether development is speculative or not. If it speculative it may not be acceptable on grounds of impact on infrastructure.

Whilst the principle of development on public open space would normally not be acceptable unless facilities are replaced or enhanced, in this instance the area of land in question is small and would result in visual enhancement of the access road and improvement to recreational facilities eg. public seating.

B. Impact on visual amenity of area / character of conservation area

Revised plans received 15.5.01 show the addition of a piched roof at first floor level and improvements to the west elevation. The extension has been designed to be in keeping with the existing building and is now considered to be acceptable.

There is no objection to the loss of existing brick planters/planting subject to new landscaping being provided (refer to conditions 3 and 4).

The proposed alterations to the access road are considered to be an improvement as it would be surfaced in 'pedestrian paving' giving priority to pedestrians in this area and existing traffic barriers would be removed. Although there would some encroachment onto the area of public open space facilities would be enhanced. This would include public seating. The existing trees which contribute to the visual amenity of the area would be retained.

C. Impact on amenities of neighbouring occupiers
Due to the design and relationship with properties the amenities of occupiers of these properties will not be adversely affected by the proposed extension.

D. Highways issues
There is no objection in principle to this proposed development. However, this is subject to the applicant entering into a s106 agreement to secure the provision of a Green Travel Plan covering the whole of the office block and a financial contribution of £15,000 has been sought and agreed towards local sustainable transport initiatives and /or traffic management. This contribution will be directed towards improved accessibility to public transport and the proposed cyleway linking the Town Centre with the Molly Millars Lane area and beyond.

E. Service, amenity and infrastructure requirements
Policy WOS4 of the Wokingham District Local Plan (Deposit Draft) requires that development proposals will be expected to have some regard to existing levels of infrastructure, services and amenities. This is expanded upon in Supplementary Planning Guidance. Provision of additional facilities or contributions need to be as a consequence of the development and directly related. All contributions need to meet the relevant tests as laid down in Circular 1/97 on Planning Obligations.

Supplementary Planning Guidance A9 also seeks to ensure library provision is made, where appropriate, for commercial developments. A contribution of £800 has been agreed.

In addition a contribution of £2,000 has also been agreed towards the enhancement of the public open space on the east side of Elms Road including public seating.

F. Archaeological Issues
The site is also located within an area of archaeological potential and an archaeological evaluation has been requested. It is considered that this can be dealt with by condition (refer to condition 7).

G. Other Issues
Issues of security have been raised by the Crime Prevention Design Adviser and details of external lighting will be dealt with by condition.

5. **Conclusion** – Proposal is for an extension to an existing office building located in the town centre which is a preferred location for activity generating uses. Although it exceeds the 300m^2 threshold set by policy SE3 of South East Area Local Plan *it is not considered that the proposal would significantly add pressure on the labour market, etc.*

The general design of the extension is in keeping with the existing building.

6. **Recommendation** – GRANT planning permission subject to s106 to secure contributions of £800 for enhancement of library facilities, £2,000 towards the enhancement of the public open space on the east side of Elms Road to include public seating and £15,000 towards local sustainable transport initiatives and/or traffic management and the following conditions:

1. The development hereby permitted shall be begun before the expiration of five years from the date of this permission.

2. Before the building operations hereby permitted are commenced, samples and details of the proposed external materials shall be submitted to and approved in writing by the Local Planning Authority and no external materials shall be used other than those approved.

3. The building shall be treated with anti-graffiti treatment up to the first floor window cill height. (unless there are other pathdds)

4. No development shall take place until there has been submitted to and approved in writing by the Local Planning Authority a scheme of landscaping, which shall include indications of all existing trees and hedgerows on the land, and details of any to be retained, together with measures for their protection in the course of development; the approved landscaping scheme (with the exception of planting, seeding and turfing) shall be implemented prior to the occupation of any of the building(s) hereby approved and retained.

5. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development, whichever is the sooner; and any trees or plants which within a period of 5 years from the completion of the landscaping die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

6. Works related to the construction of the development hereby granted, including works of demolition or preparation prior to building operations, shall not take place other than between the hours of 8 am and 6 pm Monday to Friday and 8 am to 1.30 pm Saturdays and at no time on Sundays or Bank or National Holidays.

7. No external lighting shall be installed on the site or affixed to any buildings on the site unless the Local Planning Authority has first approved in writing details of the position, height, design and intensity.

8. No development shall take place until a programme of archaeological work has been implemented in accordance with a written scheme for investigation which has been submitted to and approved in writing by the Local Planning Authority. The development shall only take place in accordance with the detailed scheme approved pursuant to this condition. The archaeological works shall be carried out by a suitably qualified investigating body approved in writing by the Local Planning Authority.

9. No building shall be occupied until the access has been constructed in accordance with the approved plans.

10. No part of the extension hereby permitted shall be occupied or used until the vehicle parking and turning space herein approved has been provided. The vehicle parking and turning space shall be permanently maintained and used for no other purposes.

11. Prior to the development being brought into use, secure cycle parking shall be provided in accordance with details to be submitted to and approved by the Local Planning Authority. The cycle parking shall thereafter be made available for use at all times.

12. Prior to commencing work on site, provision shall be made to accommodate all site operatives' visitors and construction vehicles loading, off-loading, parking and turning within the site during the construction period, in accordance with details to be submitted and agreed in writing by the Local Planning Authority. The provision should be maintained and used at all times.

13. Precautions shall be taken for the duration of the construction period to prevent the deposit of mud and similar debris (including blown litter) on the adjacent public highways, in accordance with details to be submitted to and approved in writing by the Local Planning Authority prior to the commencement of development.

Reasons

1. In pursuance of Section 91(1) of the Town and Country Planning Act 1990.

2 & 3.. To ensure that the external appearance of the building is satisfactory.

4., 5.& 7. In the interests of visual amenity.

6. To protect the occupiers of neighbouring properties from noise and disturbance outside the permitted hours during the construction period.

8. To allow adequate archaeological investigation before any archaeological remains are disturbed by the approved development.

9. &13. In the interests of highway safety and convenience.

10. To ensure a satisfactory form of development and to avoid adverse impact on the public highway in the interests of highway safety.

11. In order to ensure bicycle parking facilities are provided and encourage use of sustainable modes of transport.

12. To prevent queuing and parking off site, in the interests of highway safety and convenience.

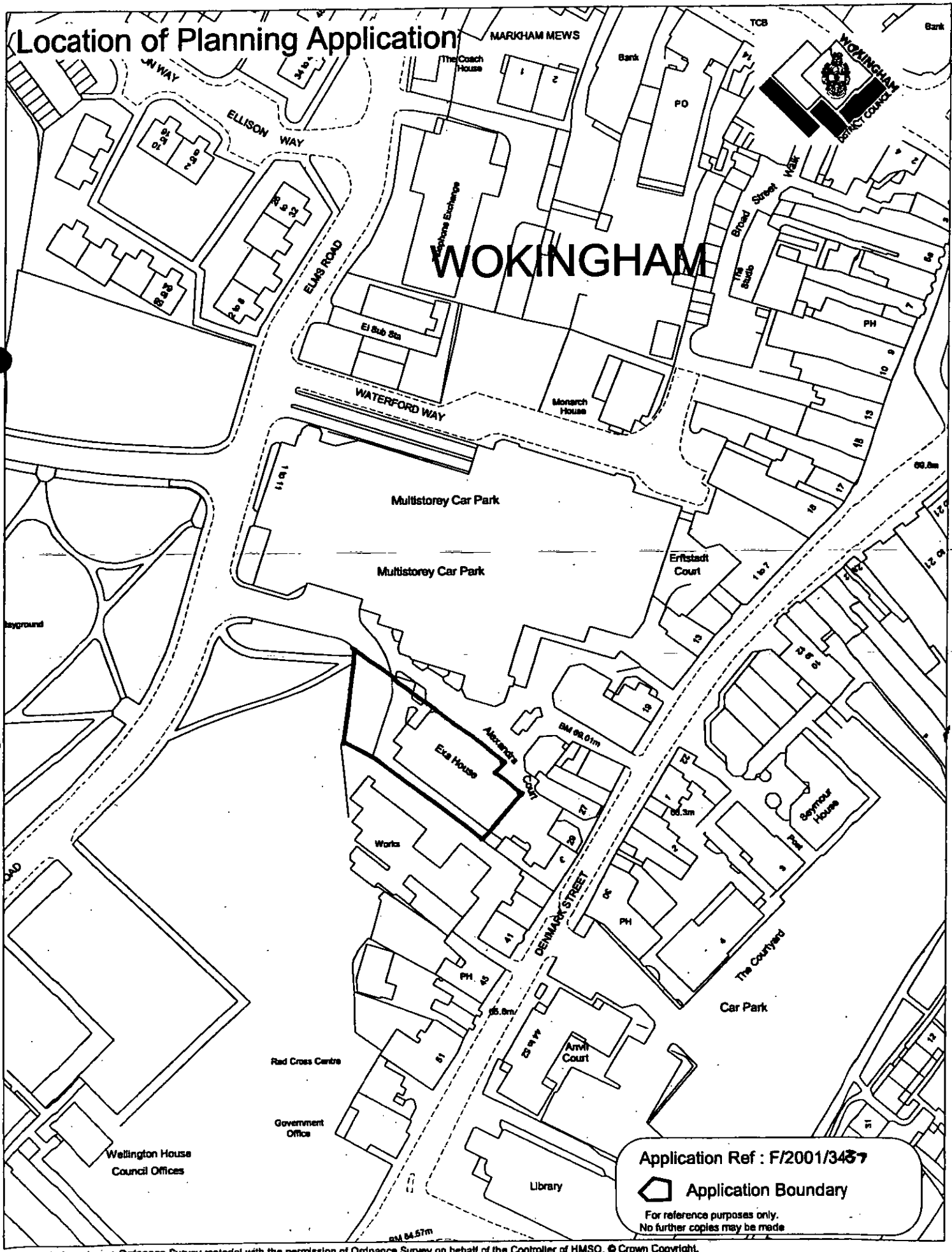
Informatives

1. You are advised, in compliance with The Town and Country Planning (General Development Procedure) (England) (Amendment) Order 2000, that the following policies and/or proposals in the development plan are relevant to this decision:

Berkshire Structure Plan Policies BU1, LD6, LD8 and EN6.
South East Area Local Plan Policies STV1, SE2, SBE1/2, SBE14/15, SBE21, SR3, SR8, ST3 and SPS1.
Deposit Draft Wokingham District Local Plan Policies WOS1, WOS3, WOS4, WEM4, WBE1, WHE4, WHE15, WT6, WR2 and WR8.

2. This permission relates to the application as amended by revised plans received by the Local Planning Authority on 15th May 2001 and does not approve the proposals as originally submitted.

BASIA POLNIK



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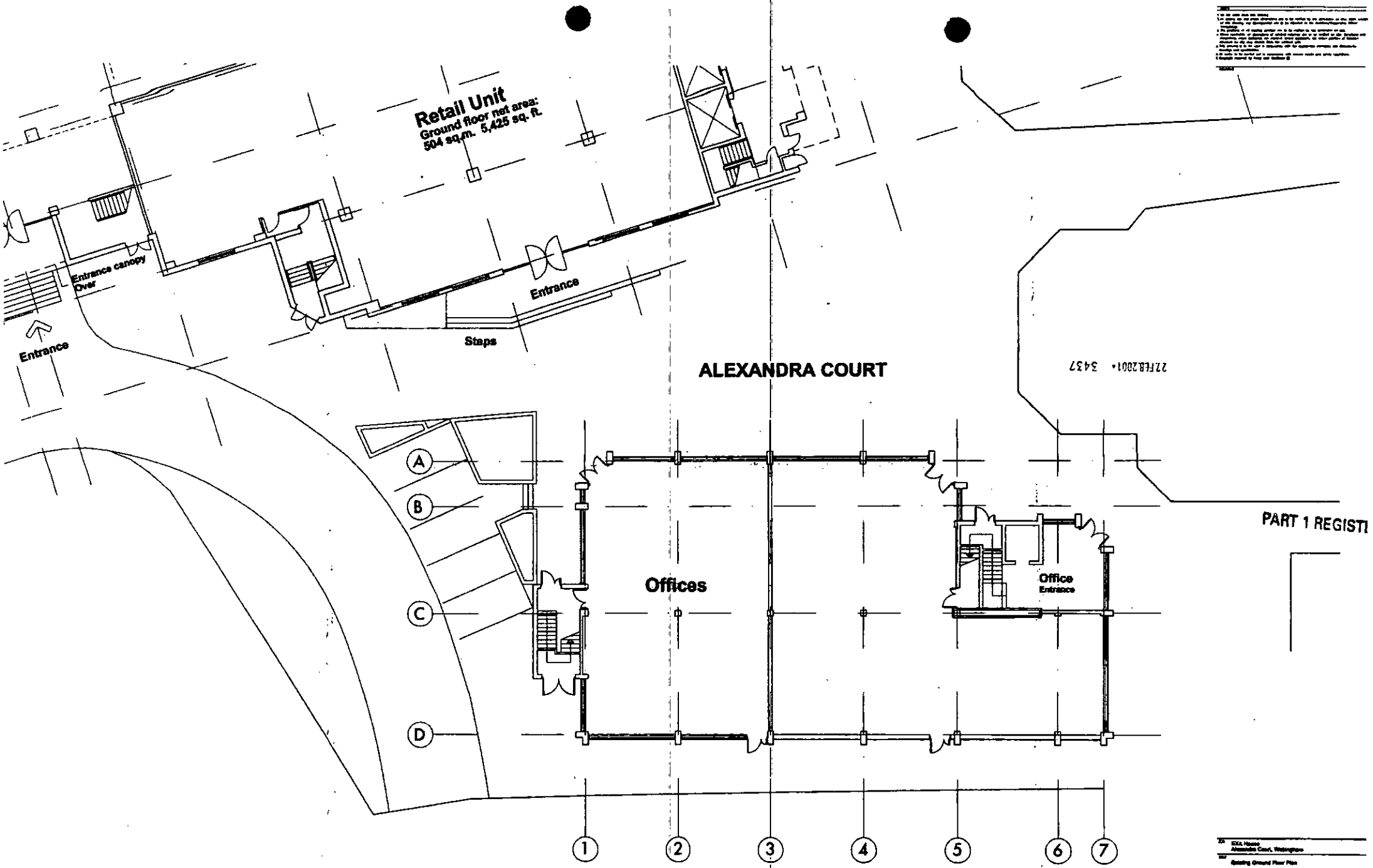
Development Control Section, Environmental Services, Wokingham District Council.

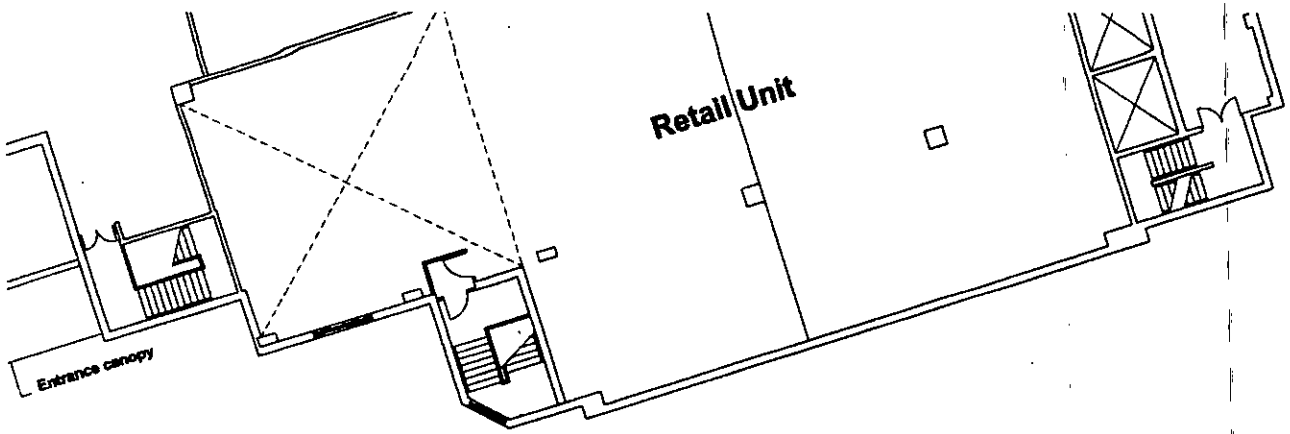
9 May 2001

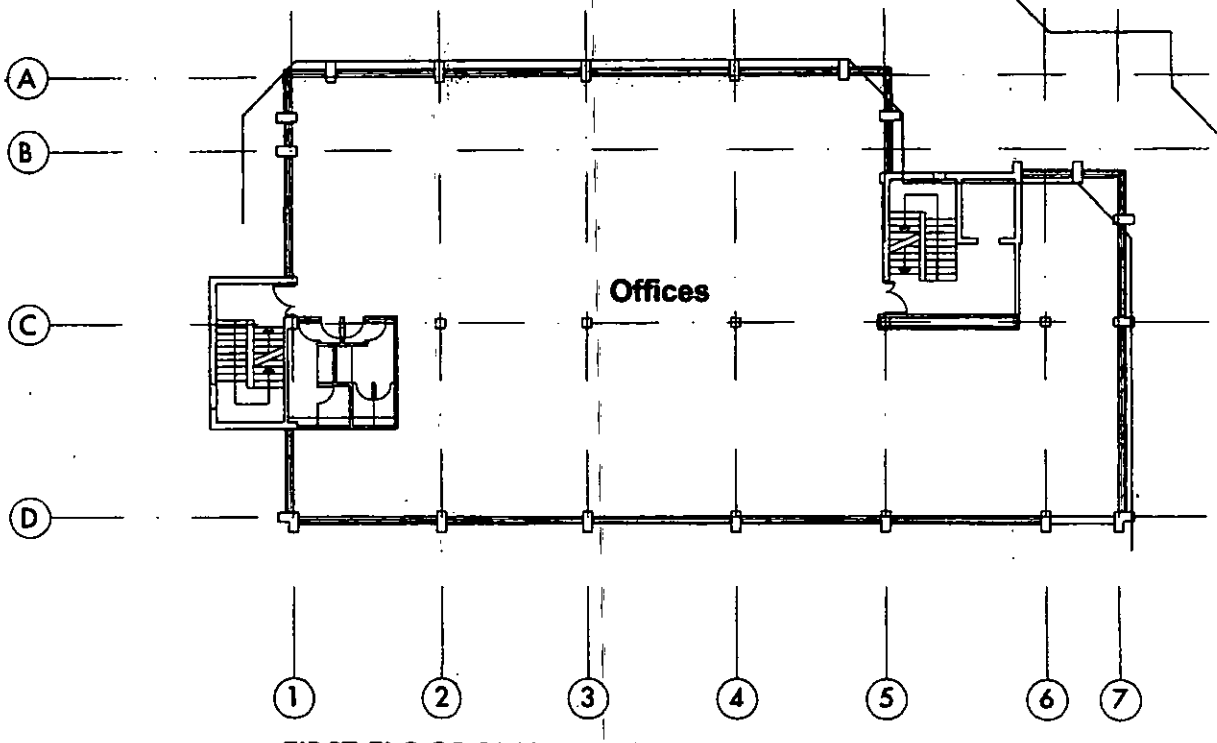
Scale: 1 : 1250



GROUND FLOOR PLAN 1:100
As Existing

kemp muir wealleans





FIRST FLOOR PLAN 1:100
As Existing

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PART 1 REGISTE

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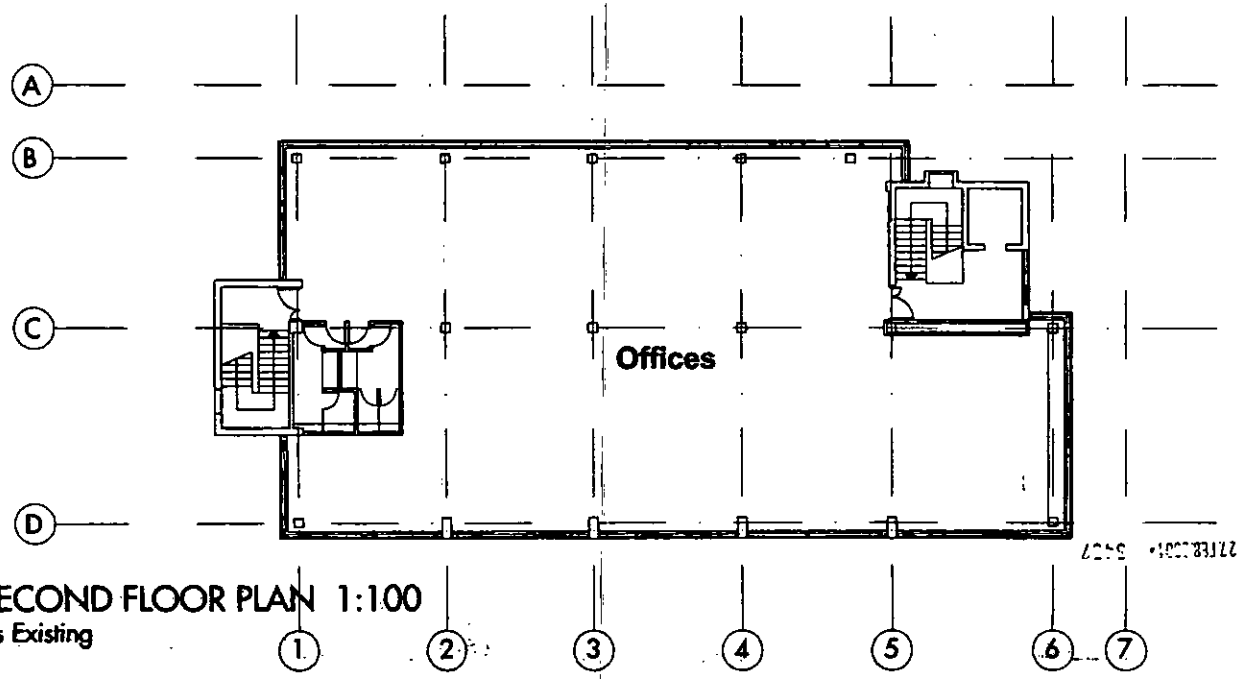
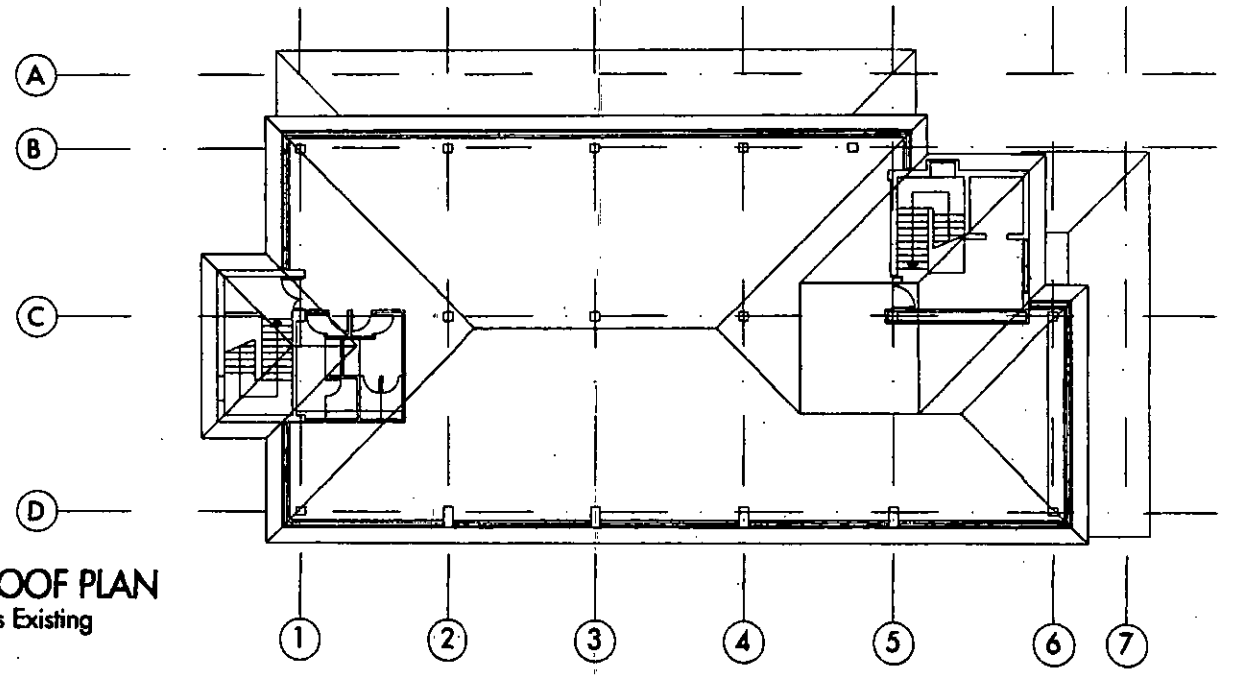


SECOND FLOOR PLAN 1:100
As Existing



ROOF PLAN
As Existing

PART 1 REGISTI

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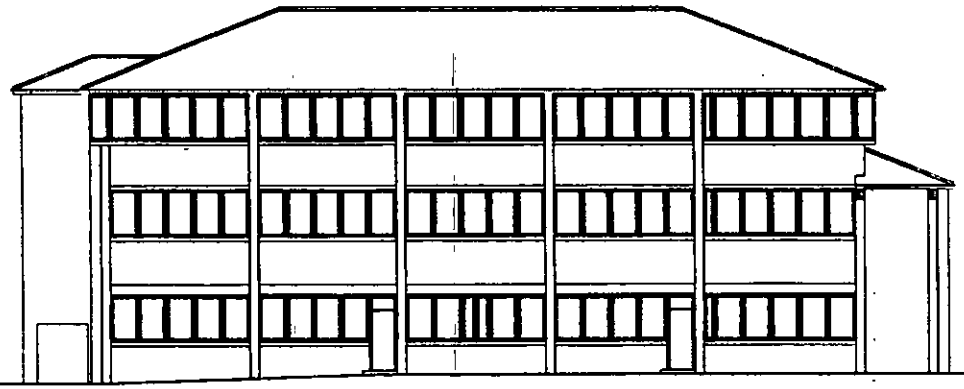
WEST ELEVATION.
Existing

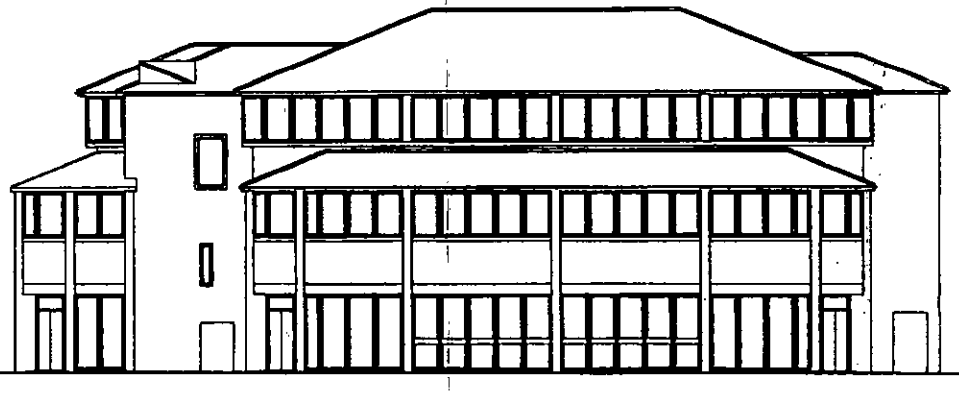


SOUTH ELEVATION
Existing

PART 1 REGISTI

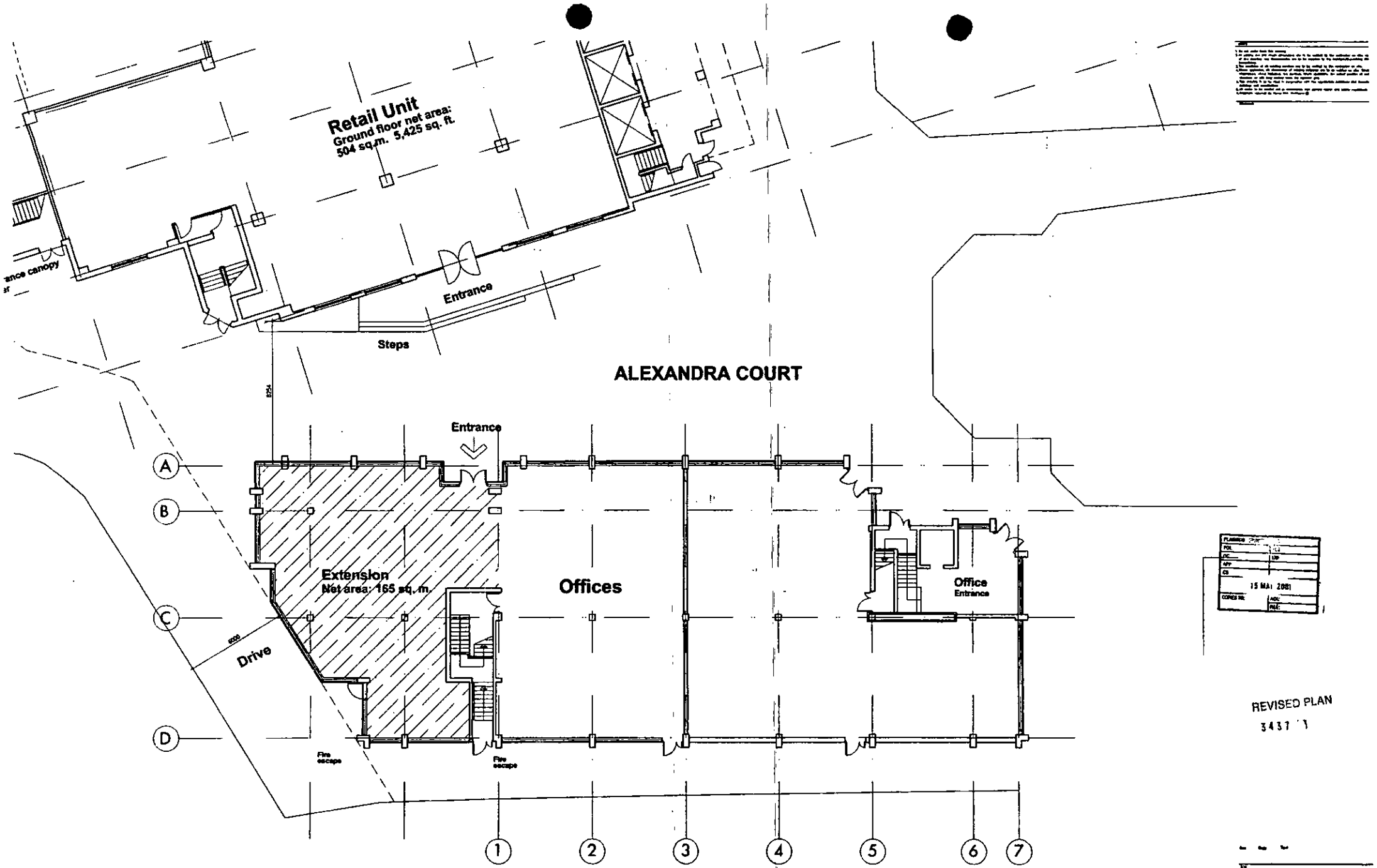


EAST ELEVATION.
Existing



NORTH ELEVATION
Existing

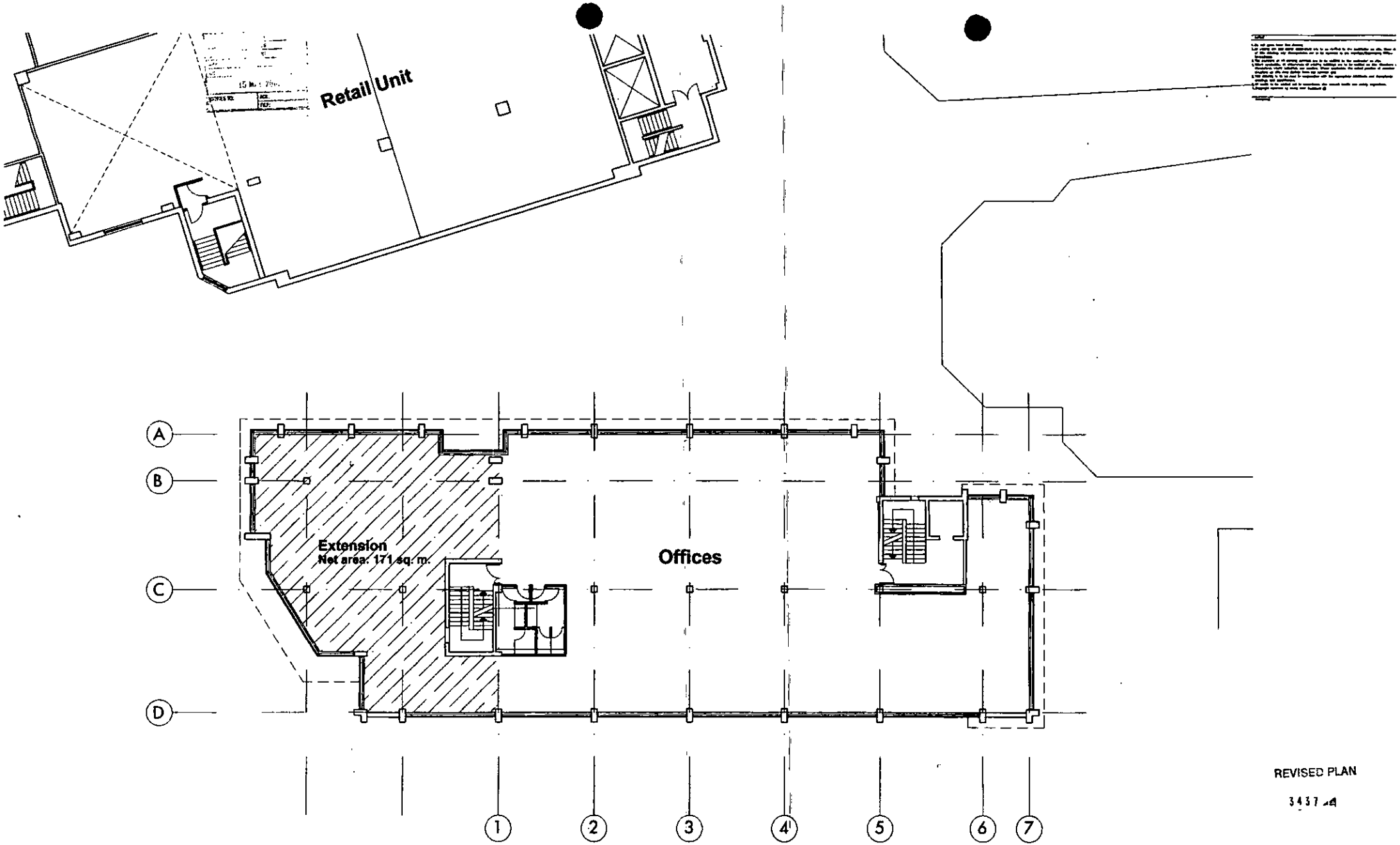
kemp muir wealleans



GROUND FLOOR PLAN 1:100

Proposed

kemp muir weadleans

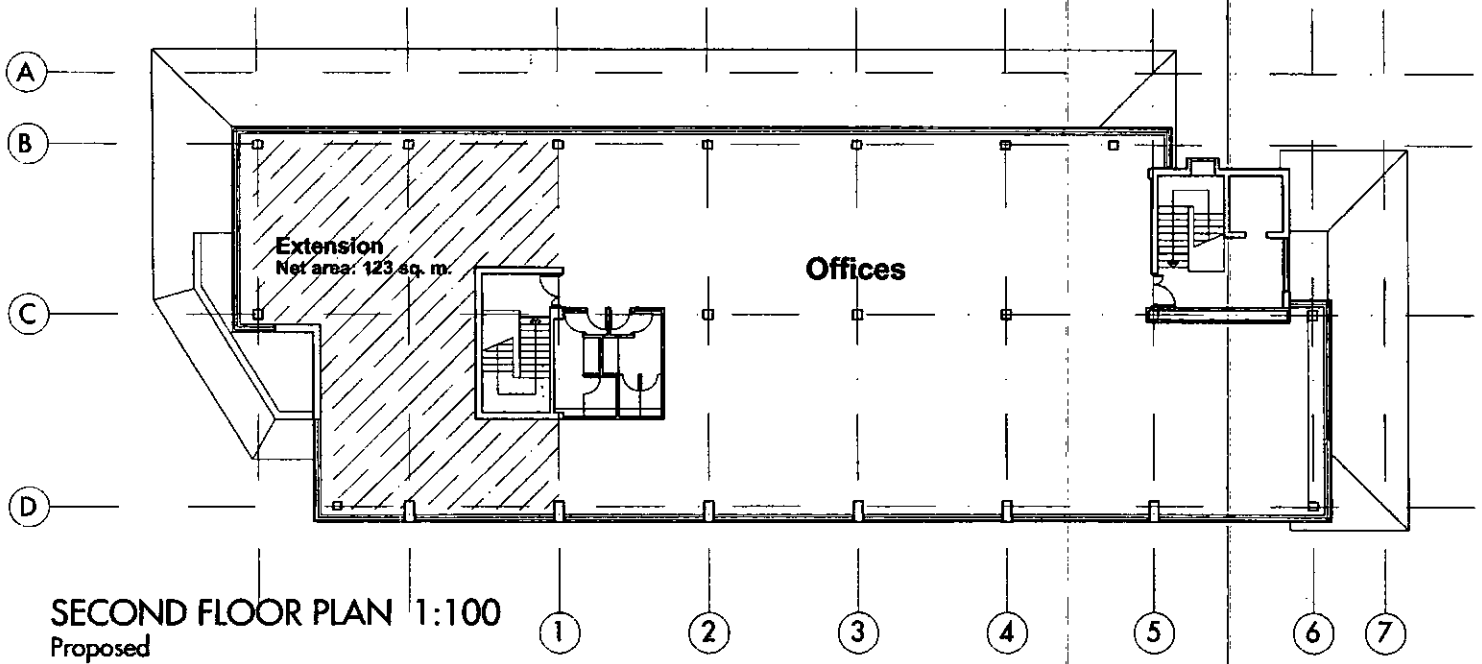


FIRST FLOOR PLAN 1:100
Proposed

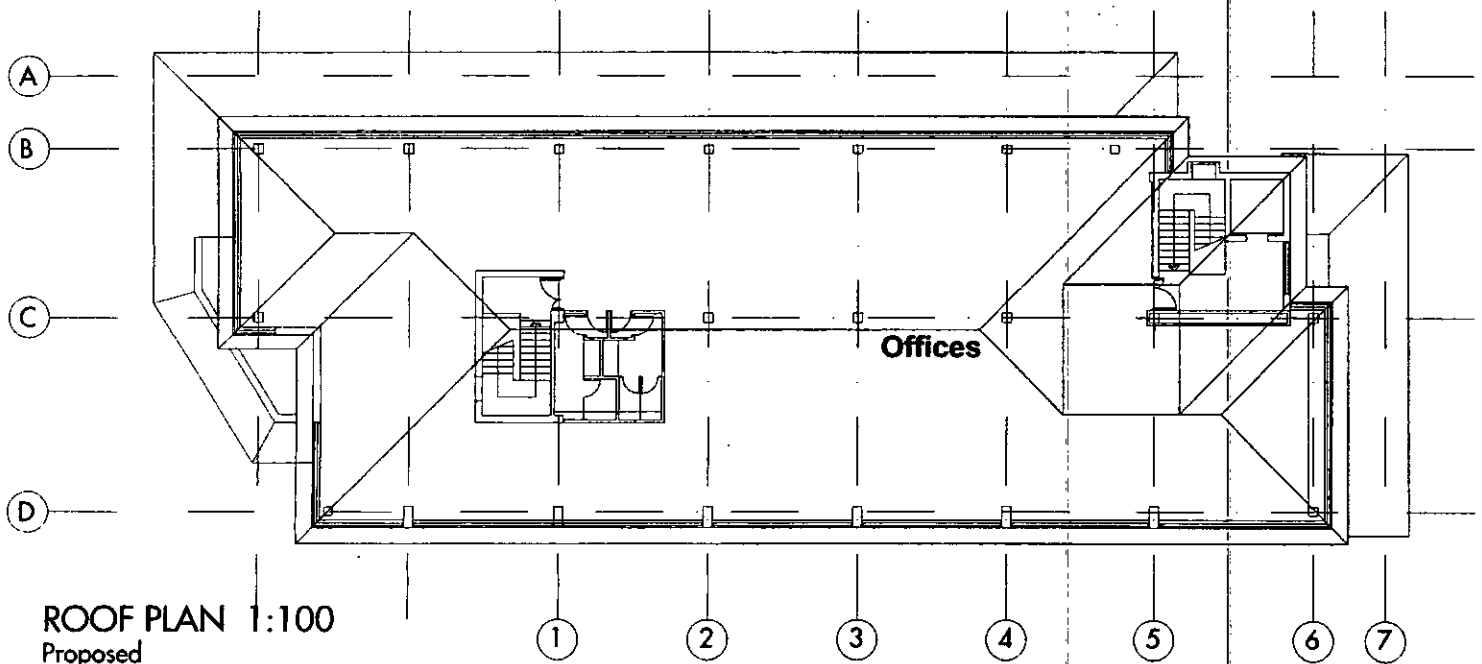
REVISED PLAN

3437 sq ft

kemp muir wealleans



SECOND FLOOR PLAN 1:100
Proposed



ROOF PLAN 1:100
Proposed

15 MAY 2001

REVISED PLAN
3437

A. 08.05.01 Roof extended on western elevation

Office Extension
Shulton House, Alexandra Court, Workingham

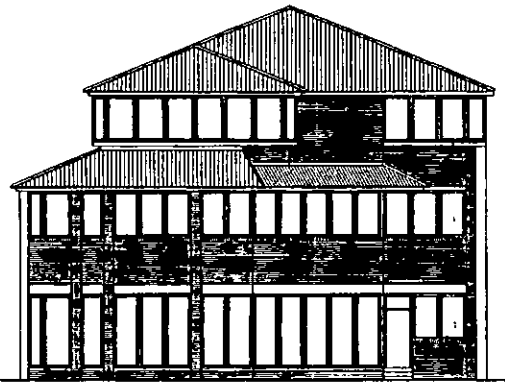
Proposed Second Floor & Roof Plan

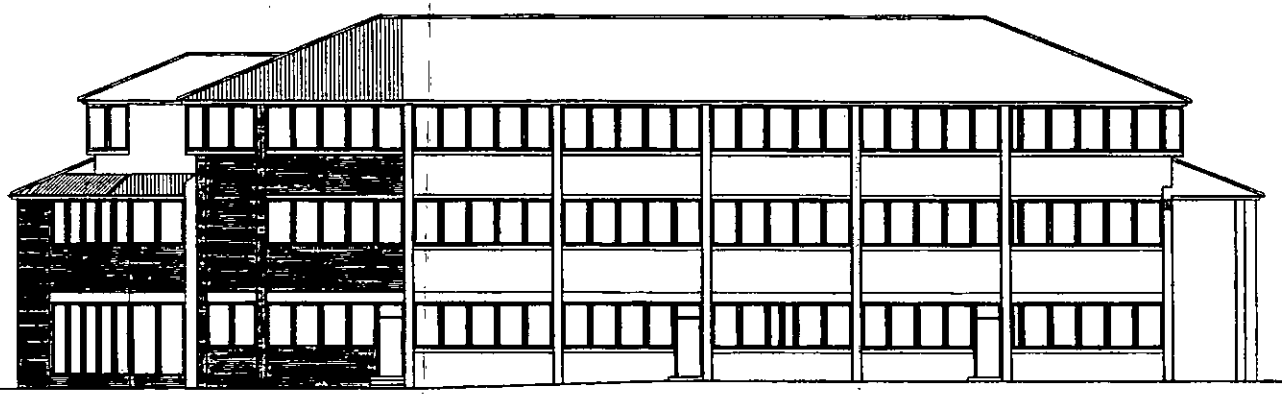
PROJECT No.	DWG No.	SCALE
0028	AP04	1:100
DATE Jan. 2001	REV. A	DRAWN BY
CHECKED	CAD NO. 0028PL	

kemp muir wealleans architects designers

44 Great Portland Street, London W1N 6AJ
T +44 (0)171 436 1818 F +44 (0)171 436 2281

15 MAY 2001

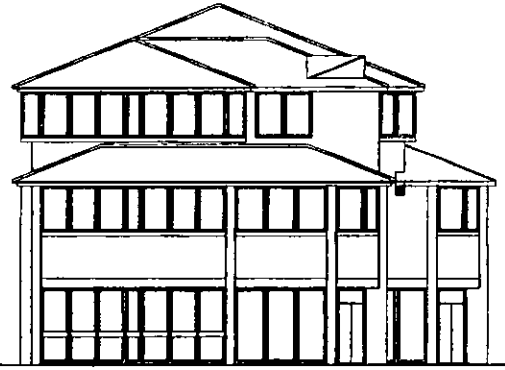


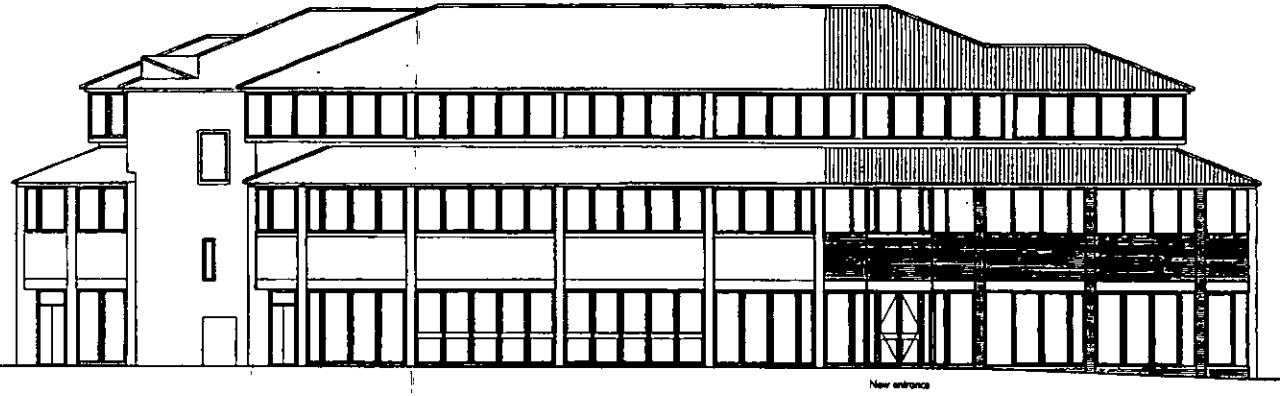


WEST ELEVATION.
As Proposed

SOUTH ELEVATION
As Proposed

Proposed Extension





EAST ELEVATION.

NORTH ELEVATION
As Proposed

New entrance

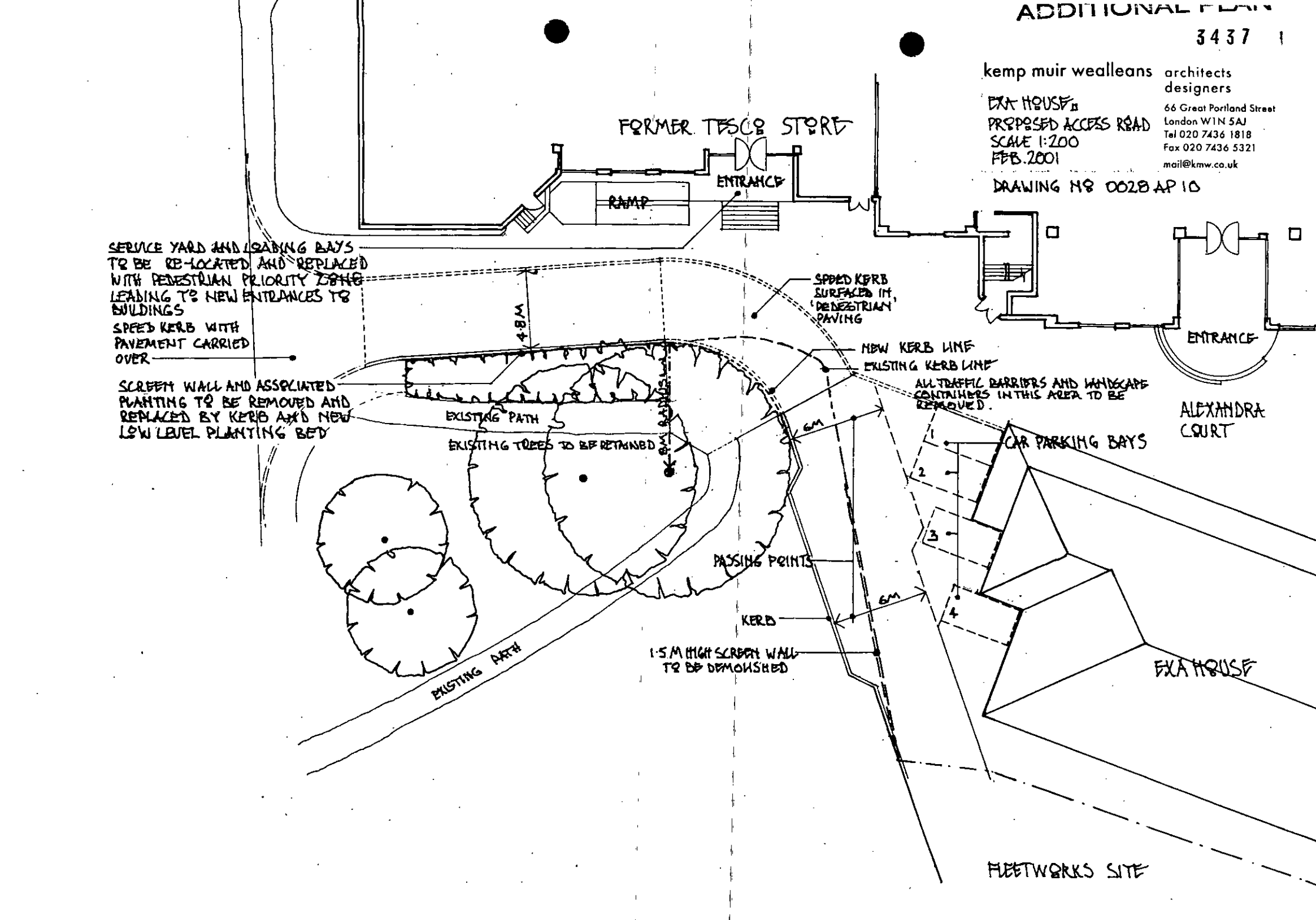
Proposed Extension

3437

REVISED PLAN

15 MAY 2001

kemp muir wedleons


ADDITIONAL PLAN
3437 1
kemp muir wealleans architects designers
66 Great Portland Street
London W1N 5AJ
Tel 020 7436 1818
Fax 020 7436 5321
mail@kmw.co.uk
EXA HOUSE
PROPOSED ACCESS ROAD
SCALE 1:200
FEB. 2001
DRAWING NO 0028 AP 10
FORMER TESCO STORE
ENTRANCE
RAMP
SERVICE YARD AND LOADING BAYS TO BE RE-LOCATED AND REPLACED WITH PEDESTRIAN PRIORITY ZONE LEADING TO NEW ENTRANCES TO BUILDINGS
SPEED KERB WITH PAVEMENT CARRIED OVER
SCREEN WALL AND ASSOCIATED PLANTING TO BE REMOVED AND REPLACED BY KERB AND NEW LOW LEVEL PLANTING BED
4.8M
SPEED KERB SURFACED IN 'PEDESTRIAN' PAVING
NEW KERB LINE
EXISTING KERB LINE
ALL TRAFFIC BARRIERS AND HANDICAP CONTAINERS IN THIS AREA TO BE REMOVED.
EXISTING PATH
EXISTING TREES TO BE RETAINED
6M
CAR PARKING BAYS
1
2
3
4
PASSING POINTS
KERB
1.5M HIGH SCREEN WALL TO BE DEMOLISHED
EXISTING PATH
EXA HOUSE
ALEXANDRA COURT
FLEETWORKS SITE

BCP
45293
BP

04 JUL 2001

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AXA
REAL ESTATE
INVESTMENT MANAGERS

FAX

To: Mrs B Polnick

From John Osborn

Company Wokingham District Council

Fax 0118 974 6484

No. of pages 1

Tel 0207 367 8113
Fax 0207 600 5385

Date 2nd July 2001

MESSAGE

EXA HOUSE, ALEXANDRA COURT, WOKINGHAM

I write further to my facsimile dated 25th June regarding the proposed extension to the above office.

The meetings with the existing office tenants of Exa House took place on Friday 29th June as scheduled. Unfortunately, the existing tenants are not currently in a position to confirm serious interest in taking additional space within the proposed extension. One tenant has however confirmed verbally that whilst it is currently difficult to predict their future office space requirement, in the event that they do have such a requirement at the appropriate time, then they would certainly consider taking additional space within the extension. This would of course allow them to expand without having to relocate.

In the absence of firm commitment from existing Exa House tenants we are turning our focus to attracting new tenants to the building. Our agents, DTZ Debenham Tie Leung, are positive about the prospects of attracting a new tenant to the office extension and we will provide further information in this respect shortly.

I understand that this application will be considered at the meeting on 1 August and that any supporting information should be submitted no later than 18 July.

John Osborn
Asset Manager

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AXA
REAL ESTATE
INVESTMENT MANAGERS

FAX

To:
Mrs B Polnick

From
John Osborn

Company
Wokingham District Council

Tel 0207 367 8113
Fax 0207 600 5385

Fax 0118 974 6484

Date 25th June 2001

No. of pages 2

MESSAGE

EXA HOUSE, ALEXANDRA COURT, WOKINGHAM

I refer to the proposed extension to Exa House. I am pleased to attach a letter from the managing agents, Nelson Bakewell, confirming positive interest in principle from some of the existing tenants in taking additional space within the extension. Our letting agents, DTZ Debenham Tie Leung have also highlighted potential interest from new tenants.

You will note from the attached letter that Nelson Bakewell are meeting two of the tenants on Friday to discuss these proposals in more detail and I will provide an update on progress following those meetings.

John Osborn
Asset Manager

44 991
PLANNING S...
POL
DC BP
APP
CS
26 JUN 2001
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FILE

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NFR/RSF/tel/101-General
25 June 2001

Nelson Bakewell
PROPERTY CONSULTANTS

25 Sackville Street
London W1S 3HQ

Telephone +44 (0)20 7544 2000
Facsimile +44 (0)20 7544 2222

J Osborn Esq
AXA Real Estate Investment Managers UK Ltd
51/55 Gresham Street
LONDON
EC2V 7EH

Dear John

EXA HOUSE, ALEXANDRA COURT, 29/35 DENMARK STREET, WOKINGHAM BUILDING EXTENSION

Further to our recent discussions in respect of the above matter I write to update you on the feedback which I have received from the tenants of Exa House in respect of their interest in taking a lease of additional office accommodation within the proposed extension.

Initial feedback has been positive from two of the tenants. Whilst the tenants are unable to confirm their exact requirements in the future at least one tenant welcomes the opportunity to be able to expand within Exa House without the need to relocate.

We have set up meetings with two of the three office tenants to take place on Friday 29th June to undertake detailed discussions and hope to be able to obtain written expressions of interest following these meetings.

I am pleased to hear that DTZ Debenham Tie Leung may have a potential tenant for the extension.

Yours sincerely

RUSSELL S FRANKS
Associate
Direct Line +44 (0)20 7544 2286
E-mail rfranks@nelson-bakewell.com

Date: 18 May 2001 21 MAY 2001

To: Harold Sanders, Environmental Design

We have received Revised Plans for the following planning application:

Application Number: F/2001/3437

Location: Exa House, Alexandra Court, Wokingham.

Proposal: Proposed three storey extension to office building for (B1) office use.

Applicant: Exa Equity And Law C/O Kemp Muir Wealleans.

Case Officer: Mrs B Polnik

The new plans show the following: Addition of pitched roof to part of proposed extension. Drawing nos 0028/AP02, AP03A, AP04 & AP05A.

Comments are required by 01/06/2001.

Should you have any queries regarding this application please contact the case officer Mrs B Polnik on 0118 974 6450.

THE REVISIONS ENHANCE THE ORIGINAL SCHEME AND ARE A POSITIVE RESPONSE TO PREVIOUS COMMENTS.

Harold Sanders

04.06.01.

Date: 18 May 2001

To: Case Officer

We have received Revised Plans for the following planning application:

Application Number: F/2001/3437

Location: Exa House, Alexandra Court, Wokingham.

Proposal: Proposed three storey extension to office building for (B1) office use.

Applicant: Exa Equity And Law C/O Kemp Muir Wealleans.

Case Officer: Mrs B Polnik

The new plans show the following: Addition of pitched roof to part of proposed extension. Drawing nos 0028/AP02, AP03A, AP04 & AP05A.

Comments are required by 01/06/2001.

Should you have any queries regarding this application please contact the case officer Mrs B Polnik on 0118 974 6450.

kemp muir wealleans architects designers

66 Great Portland Street
London W1N 5AJ
Tel 020 7436 1818
Fax 020 7436 5321
mail@kmw.co.uk

Mrs B Polnik
Wokingham District Council
Planning Department
P O Box No: 157
Shute End
Wokingham
Berkshire RG40 1WR

REVISED PLAN

3437 1

JDM/0028/sjr
10th May 2001

Dear Mrs Polnik

Re: EXA HOUSE, WOKINGHAM

Please find enclosed nine copies of the following drawings, as discussed.

0028 AP02	-	Proposed Ground Floor Plan
0028 AP03 Rev A		Proposed First Floor Plan
0028 AP04 Rev A		Proposed Second Floor and Roof Plan
0028 AP08 Rev A		Proposed Elevations

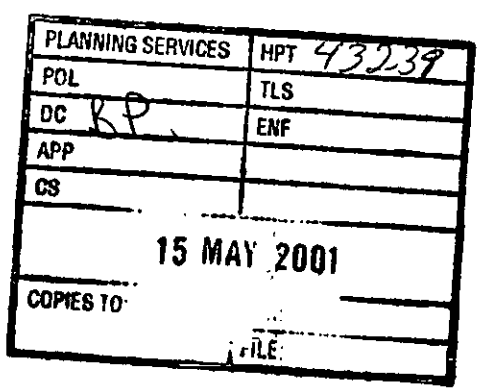
If you have any queries in relation to the enclosed, please do not hesitate to contact me.

Yours sincerely

John Muir
Kemp Muir Wealleans

Enc:

cc: Brian Shrubsall
Matthew Vowels



Directors:
Martyn Kemp Dip Arch RIBA
John Muir Dip Arch RIBA
Consultant:
Jon Wealleans MA(RCA) FCSD
Registered office:
Kemp Muir Wealleans Ltd
66 Great Portland Street
London W1N 5AJ
Registered in England
Number 3103966

(RING ONE)

REVISED PLANS | ADDITIONAL PLANS | MINOR AMENDMENTS | ADDITIONAL / REVISED PLANS TO COMPLY WITH CONDITIONS

App No. F/2001/3437 (Planaps) / (Ludhouse) Date Rec. 15.5.01

Location: EXA HOUSE, ALEXANDRA COURT

Parish WOKINGHAM

Applicant: AXA EQUITY & LAW

Description of attached plans Addition of pitched roof to part of proposed extension

Drawing No's: 0028 /AP02, AP03 A, AP04 A and AP05 A.

CONSULTEES

Copies of plans will automatically be sent to Woodley Office, Part I Reg., Parish Council, Ward Councillors and the Case Officer unless specified.

Please tick which of the following you wish consulted.

OTHERS:

Drawing No's

1. NK (Landscape & Trees) ____ ☐
2. NK (Env. Design) HS. ✓
3. XA (Highways) ____ ☐
4. NF (Building Control) ____ ☐
5. BC/DC Liaison ____ ☐

A full set of plans will be sent to all consultees unless particular drawing No's are specified in the spaces above.

NEIGHBOURS:

Date for Responses 14 days

FURTHER ACTION

Re-advertise App. Y / (N) (Delete as required)

Redate Application Y / (N) From

New Site Notice Y / (N)

New Description

CASE OFFICER BP.

Consultations Sent by Admin. on 18.05.PS.

Yellow - Part One Copy
Green - Officer's Copy

kemp muir wealleans architects designers

66 Great Portland Street
London W1N 5AJ
Tel 020 7436 1818
Fax 020 7436 5321
mail@kmw.co.uk

04 MAY 2001

BP

Mrs B Polnik
Wokingham District Council
Planning Department
P O Box No: 157
Shute End
Wokingham
Berkshire RG40 1WR

PLANNING SERVICES	RPT 42910
POL	LS
DC BP	ENF
APP	
CS	
04 2001	
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JDM/9806/sjr
2nd May 2001

Dear Mrs Polnik

Re: FORMER TESCO STORE, WOKINGHAM

Further to our telephone conversation earlier today, I confirm the following matters:-

Exa House Application F/2001/3437 ?

- The reference on our drawing 'Proposed Ground Floor' to a retail unit is incorrect and should be annotated as offices.
- We will examine the west elevation to see how it can be more animated (perhaps decorated or relief brickwork) and to replace the small flat roofs with pitched roofs. I note that if we can produce drawings which address your concerns you should be able to determine the Exa House application at the next Committee Meeting.

Former Tesco Application

- You raised certain matters that we could deal with by way of conditions. Namely CCTV and lighting.
- You commented on the relatively concealed location of the bicycle parking area and we will discuss this further in the light of any comments which may be made at the presentation on 8th May 2001.

Finally, I enclose for your use six copies of each of the amended drawings sent to you last week to cover the repositioning of the public toilets at ground floor level. The drawings are listed below.

9806 AP 07 Rev B	Proposed Ground Floor/Option B A
9806 AP 08 Rev B	Proposed Mezzanine-First Floor/Option B A
9806 AP 09 Rev A	Proposed First Floor Car Park Level
9806 AP 10 Rev B	Proposed North & South Elevations
9806 AP 13 Rev B	Proposed Ground Floor/Option C B
9806 AP 14 Rev B	Proposed Ground Floor/Option C B
9806 AP 15 Rev B	Proposed Mezzanine-first floor/Option C B

Not submitted - received 16/5/01

Directors:
Martyn Kemp Dip Arch RIBA
John Muir Dip Arch RIBA
Consultant:
Jon Wealleans MA(RCA) FCSD
Registered office:
Kemp Muir Wealleans Ltd
66 Great Portland Street
London W1N 5AJ
Registered in England
Number 3103966

Please do not hesitate to contact me if you have any further queries.

Yours sincerely

John Muir
Kemp Muir Wealleans

Encs:

cc: Brian Shrubsall
Matthew Vowels

WOKINGHAM DISTRICT COUNCIL

MEMORANDUM

From: Tom Callaghan, Highways

My Ref: F/2001/3437

To: Basia Polnik - Senior Planning Officer

Your Ref: F/2001/3437

Date: 15th May 2001

PLANNING APPLICATION F/2001/3437
PROPOSED 3 STOREY EXTENSION TO OFFICE BUILDING FOR B1(a) OFFICE USE
EXA HOUSE, ALEXANDRA COURT, WOKINGHAM.

There is no objection in principle to this proposed development. However, this is subject to the applicant entering into a S106 agreement to secure the provision of a GTP covering the whole of the office block and a financial contribution towards local sustainable transport initiatives (amount to be agreed). The contribution will be directed towards improved accessibility to public transport and the proposed cyleway linking the Town Centre with the Molly Millars Lane area and beyond.

C132 Access Construction

C122 Parking

Prior to the development being brought into use, secure cycle parking shall be provided in accordance with details to be submitted to and approved by the LPA. The cycle parking shall thereafter be made available for use at all times.

C129 Construction Vehicles

C130 Mud on Road

Thanks

Tom Callaghan.

Date: 13 March 2001

To: Case Officer

We have received Additional Plans for the following planning application:

Application Number: F/2001/3437

Location: Exa House, Alexandra Court, Wokingham.

Proposal: Proposed three storey extension to office building for (B1) office use.

Applicant: Exa Equity And Law C/O Kemp Muir Wealleans.

Case Officer: Mrs B Polnik

The new plans show the following: Alterations to access. Drawing no 0028 AP10.

Comments are required by 27/03/2001.

Should you have any queries regarding this application please contact the case officer Mrs B Polnik on 0118 974 6450.

(RING ONE)

REVISED PLANS | ADDITIONAL PLANS | MINOR AMENDMENTS | ADDITIONAL / REVISED PLANS TO COMPLY WITH CONDITIONS

App No. (i) F/2001/0348 (Planaps) / (Ludhouse) Date Rec. 2.3.01

(ii) ~~and F/2001/0359~~

Location: (i) EXA HOUSE

(ii) ~~FORMER TESCO STORE/ELM RD MULTI STOREY CAR PARK~~

Parish WOKINGHAM

Applicant:

Description of attached plans Additional plan showing alterations to access

Drawing No's: 0028 AP10.

CONSULTEES

Copies of plans will automatically be sent to Woodley Library, Part I Reg., Parish Council, Ward Councillors and the Case Officer unless specified.

Please tick which of the following you wish consulted.

OTHERS:

		Drawing No's	
1.	NK (Landscape & Trees)		☐
2.	NK (Env. Design)		✓
3.	XA (Highways)		✓
4.	NF (Building Control)		☐
5.	BC/DC Liaison		☐

A full set of plans will be sent to all consultees unless particular drawing No's are specified in the spaces above.

NEIGHBOURS:

Date for Responses 21/4 days

FURTHER ACTION

Re-advertise App. Y / (N) (Delete as required)

Redate Application Y / (N) From

New Site Notice Y / (N)

New Description

CASE OFFICER BP

Consultations Sent by Admin. on 13.03.P5

Yellow - Part One Copy
Green - Officer's Copy

(RING ONE)

REVISED PLANS | ADDITIONAL PLANS | MINOR AMENDMENTS | ADDITIONAL / REVISED PLANS TO COMPLY WITH CONDITIONS

App No: (i) F/2001/0343 (Planaps) / (Ludhouse) Date Rec. 2.3.01

(ii) ~~and F/2001/0359~~

Location: (i) EXA HOUSE

(ii) ~~FORMER TESCO STORE / GLH FO MULTI STOREY CAR PARK~~

Parish WOKINGHAM

Applicant:

Description of attached plans Additional plan showing alterations to access

Drawing No's: 0028 AP10.

CONSULTEES

Copies of plans will automatically be sent to Woodley Library, Part I Reg., Parish Council, Ward Councillors and the Case Officer unless specified.

Please tick which of the following you wish consulted.

OTHERS:

Drawing No's

1. NK (Landscape & Trees) ☐
2. NK (Env. Design) ☑
3. XA (Highways) ☑
4. NF (Building Control) ☐
5. BC/DC Liaison ☐

A full set of plans will be sent to all consultees unless particular drawing No's are specified in the spaces above.

NEIGHBOURS:

Date for Responses 21/4 days

FURTHER ACTION

Re-advertise App. Y / (N) (Delete as required)

Redate Application Y / (N) From

New Site Notice Y / (N)

New Description

CASE OFFICER BP

Consultations Sent by Admin. on 13.03.P5

Yellow - Part One Copy
Green - Officer's Copy

See Part One all plans.

To:
~~**Access Officer - Building Control**~~
F.A.O. Duncan Garrett

TO

From: Mrs B Polnik

~~**Date: 05 March 2001**~~

- 8 MAR. 2001

Application Number: F/2001/3437

Proposal: Proposed three storey extension to office building for (B1) office use..

Site Address:
Exa House, Alexandra Court, , Wokingham.

Applicant:
Exa Equity And Law C/O Kemp Muir Wealleans.

Your observations are required in respect of this application within **7 days** of the above date.

* the plan has no detail on which to comment although a lift is being installed

PLANNING SERVICES	HPT 40897
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DC BP	ENF
APP	
CS	
08 MAR 2001	
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FAX COVER SHEET

TO: JOHN MUIR

FROM: BASIA POLNIK

DESTINATION FAX No: tel. 020 743 5321

DATE: 9.5.2001

TIME:

SUBJECT: EXA HOUSE, ALEXANDER COURT, WOKINGHAM

TOTAL NUMBER OF PAGES (Inc. this cover sheet): 8.

Further to our telephone conversation today I enclose the consultation response from our consultant Archaeologist. I will discuss timescales with John Mitchell tomorrow and let you know in due course. B. Polnik

Environmental Services Department, P.O Box 157, Civic Offices, Shute End, Wokingham, Berkshire RG40 1WR. Tel (0118) 9746428. Fax (0118) 9746484.

Babtie Environmental

School Green
Shinfield
Reading
Berkshire RG2 9HL
Tel 0118 988 1555
Fax 0118 988 1666

Babtie

A member of Babtie Group

Our ref Kgb02

Your ref As below

12th March 2001

Mrs B Polnik
Planning Services
Wokingham District Services
PO Box 157
Shute End
Wokingham
RG40 1WR

PLANNING SERVICES	APT 41080
POL	TLS
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13 MAR 2001	
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	FILE:

Dear Mrs Polnik

APPLICATION F/2001/3437
Exa House, Alexandra Court, Wokingham

Regulation 4 Town and Country Planning (Applications) Regulations 1988
Request for further information

In line with advice contained in PPG16, Wokingham District Council Planning Policy WHE15 and 17 Development Affecting Archaeological Sites, Policy EN6 of the Berkshire Structure Plan, Policy LBE22 of the Loddon Area Local Plan, I would now advice you that the applicant should be required to provide further information relating to the archaeological impact of the proposed development. This should be by means of an archaeological evaluation to be completed once its results are submitted to yourselves *before* determination of this application.

"No development shall take place within the area indicated until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Planning Authority."

Brief previously supplied 08/03/2001.

If you wish to discuss this matter, please contact me on 0118 988 1611.

Yours sincerely,

Elizabeth Rowe
Archaeologist

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INSTITUTE OF ENVIRONMENTAL ASSESSMENT
Registered Environmental Impact Assessor

Babtie Environmental

School Green
Shinfield
Reading
Berkshire RG2 9HL
Tel 0118 988 1555
Fax 0118 988 1666

Babtie

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Our ref Kgb001 Your ref AS BELOW

8th March 2001

Mrs B Polnik
Wokingham District Council
Planning Services
PO Box 157
Shute End
Wokingham
RG40 1WR

Dear Mrs Polnik,

PLANNING REFERENCE F/2001/3437
EXA HOUSE, ALEXANDRA COURT, DENMARK STREET, WOKINGHAM.

The above planning application has archaeological implications

Please find enclosed a written brief for the above.

If you require any more information please do not hesitate to telephone me on 0118 988 1611

Yours sincerely,

Elizabeth Rowe
Archaeologist

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DC BP	ENF 40943
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Glasgow G2 7HX
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INSTITUTE OF ENVIRONMENTAL ASSESSMENT
Registered Environmental Impact Assessor

EXA HOUSE, ALEXANDRA COURT, DENMARK STREET

BRIEF FOR AN ARCHAEOLOGICAL EVALUATION

Prepared For
Wokingham District Council
By
Babtie

EXA HOUSE, ALEXANDRA COURT, DENMARK STREET, WOKINGHAM
BRIEF FOR ARCHAEOLOGICAL EVALUATION

1 INTRODUCTION

1.1 This brief sets out the background and general conditions to enable a detailed specification for an archaeological scheme to be prepared and submitted for approval to Wokingham District Council. The brief is valid for six months only, after which time the District should be contacted. Specifications produced in accordance with this brief will be considered valid for the same period of time.

2 SITE LOCATION AND DESCRIPTION

2.1 The site is located at Exa House, Alexandra court, Denmark Street, Wokingham, at grid reference SU8106 6843.

3 PLANNING BACKGROUND

3.1 Planning application number F/2001/3437, submitted to Wokingham District Council, proposes a three storey extension to the office building for (B1) office use.

4 ARCHAEOLOGICAL BACKGROUND

4.1 The Site lies close to several listed buildings located on Denmark Street. There may be other medieval features in the surrounding area. The construction works may disturb archaeological deposits relating to this period and the history of Wokingham.

5 REQUIREMENT FOR WORK

5.1 In order to enable the planning authority to make an informed and reasonable decision on the planning application, further information on the archaeological remains is required. This will be obtained through a programme of archaeological evaluation trenching.

6 AIMS AND OBJECTIVES

6.1 The aims and objectives of the evaluation are as follows:

(i) To determine or confirm the general nature of the remains present.

(ii) To determine or confirm the approximate date or date range of the remains, by means of artefactual or other evidence.

(iii) To determine or confirm the approximate extent of the remains.

(iv) To determine the condition and state of preservation of the remains.

(v) To determine the degree of complexity of the horizontal and/or vertical stratigraphy present.

(vi) To determine or confirm the likely range, quality and quantity of the artefactual evidence present.

(vii) To determine the potential of the site to provide palaeoenvironmental and/or economic evidence and the forms in which such evidence may be present.

7 STAGES OF WORK AND TECHNIQUES

7.1 The Project Specification will provide a clear statement of the archaeological objectives, detailing the relevant aims, objectives and recording strategies.

7.2 The general requirements of work are as follows:

Evaluation trenching

A 6% sample of the site area will be excavated. The project specification must contain a plan of the trench layout.

(i) Any mechanical excavation will be carried out in such a manner as to avoid or minimise damage to the archaeological remains. All machinery used must be of an appropriate nature to suit the situation and be fitted with an appropriate bucket. All machine work must be directly supervised by an archaeologist.

(ii) Spoil should be scanned for artefacts, which should be recorded and retained.

(iii) Sufficient of the features located will be excavated by hand in order to fulfil the aims of the project specification, with reference to the general aims and objectives given above. This will be achieved through an agreed sampling strategy.

(iv) Care should be taken not to compromise the integrity of archaeological features or deposits which might better be excavated under the conditions pertaining to full excavation.

(v) The depth and complexity of the deposits across the whole site should be assessed. Written and drawn records shall be made of the stratigraphy of all trenches, even if no archaeological deposits have been identified.

(vi) Full written and drawn records of all excavated contexts shall be made in accordance with best archaeological practice. Archaeological deposits which are not excavated should be recorded to the maximum extent possible. Records shall include overall trench and site plans. All excavation and recording shall be in accordance with the IFA *Standard and Guidance for Field Evaluations.*

(vii) Recording, cleaning and conservation of finds should follow the IFA *Guidelines for Finds Work.*

(viii) Where human remains are encountered, they should initially be left in-situ and the coroner should be informed as soon as possible. Where their removal is necessary, an appropriate licence should be obtained from the Home Office.

(ix) A programme of soil sampling to recover palaeobotanical, palaeozoological and pedological evidence shall be undertaken as appropriate. The scope of the programme shall be agreed prior to work commencing. Specialist advice shall be sought as necessary and at least one visit to each site made by a relevant specialist during the course of the fieldworks on that site.

7.4 The project will be supervised on a daily basis by a competent archaeologist and managed on a regular, agreed basis by a Member of the Institute of Field Archaeologists registered with an appropriate area of competence.

8 METHODS

8.1 The project specification will include a method statement detailing the methods and standards to be applied in the programme of evaluation, both field and post-field.

9 TIMETABLE AND MONITORING ARRANGEMENTS

9.1 Details of timing should be the subject of discussion between the developer's representative, Babtie Group (the archaeological consultant for Wokingham District Council) and the archaeological contractor. A programme of works, monitoring, recording and access will be agreed in writing before the project commences.

9.2 Babtie Group will monitor the progress and quality of the work at intervals to be agreed. A representative of the archaeological contractor should be present at all monitoring inspections.

9.3 In order to facilitate the monitoring programme, the following will be required:

- a period of notice required to start site works following the award of the contract.
- a projected timetable of work on site.
- the contractor will notify the planning archaeologist and/or archaeological consultant when work commences, and at the start of agreed stages during the course of the project.

9.4 Monitoring is held to be complete only when the archive has been deposited and a suitable report presented in accordance with the brief and/or specification, and/or agreement on publication reached.

10 SITE ARCHIVE

10.1 The site archive will contain all the data collected during the evaluation including records, finds and environmental samples. It should be quantified, ordered, indexed and internally consistent.

10.2 Adequate resources shall be provided during fieldwork to ensure that records are checked and internally consistent.

10.3 Archive consolidation shall be undertaken immediately following the conclusion of fieldwork.

10.4 The archive shall be assembled in accordance with the guidelines set out in *Management of Archaeological Projects* (English Heritage 1991).

10.5 The integrity of the primary field record shall be preserved. Security copies in digital or fiche format shall be maintained where appropriate.

10.6 All finds (other than those of gold or silver) are the property of the landowner. The agreement of the landowner for the ownership of any finds to be transferred to an appropriate museum will be sought.

10.7 Provision shall be made for the deposition of archive and artefacts in the appropriate museum or other repository. The museum shall be advised of the proposed investigation before excavation starts and the contractor shall adhere to any reasonable requirements they may have regarding conservation and storage of excavated material and archive. The archive shall be prepared in accordance with the guidelines published in *Guidelines for the preparation of Excavation Archives for long-term storage* (United Kingdom Institute for Conservation, 1990) and *Standards in the Museum care of archaeological collections* (Museum and Galleries Commission, 1994). Deposition shall take place after completion of the works.

11 REPORTING REQUIREMENTS

11.1 A report should be produced no later than 2 weeks after the completion of the fieldwork.

11.2 The report will address the aims and objectives of the evaluation.

11.3 An estimate of time and staff resources required for report production should be provided. This should include details of arrangements for specialist conservation and analysis of artefacts and ecofacts.

11.4 Details of style and format to be determined by the archaeological contractor. However, the report ***must*** have a front sheet providing the following information:

- Site Name
- Grid reference
- Site activity type (e.g. evaluation trenching, geophysical survey, fieldwalking, etc.)
- Date & duration of project
- Site code
- Area of site
- Summary of results
- Monuments identified (this ***must*** be referenced to the RCHME Thesaurus of Monument Types)
- Location and reference of archive

11.4 The report should include:-

(i) a summary of the project's background;
(ii) the site location;
(iii) a methodology;
(iv) a description of the project's results;
(v) an interpretation of the results in the appropriate context;
(vi) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
(vii) site layout plans on an Ordnance Survey base, with the location of the trenches superimposed on the results of any earlier, non-intrusive surveys;
(viii) plans of each trench or area in which archaeological features were recognised;
(ix) trench sections and feature sections;
(x) site matrices where appropriate;
(Xi) a consideration of evidence within the wider setting.

12 STANDARDS

The project should be carried out to the highest professional standards and conform to the IFA *Code of Conduct and Code of Practice.* The IFA's *Code of approved Practice for the Regulation of Contractual Arrangements in Field Archaeology* will be applied throughout the selection procedure and contract period.

13 PUBLICATION & DISSEMINATION

13.1 A copy of the results will be supplied to the Wokingham SMR on the understanding that this will become a public document after an appropriate period of time (usually not exceeding six months).

13.2 The archaeological contractor will supply the SMR with a representative set of catalogued slides taken during the projects, together with selected negatives, for future use in lectures, publications, or other publicity material.

14 OTHER FACTORS

14.1 The specification may be varied, subject to agreement between the contractor, the landowner/developer and Babtie Group, in response to significant discoveries during the evaluation process.

14.2 Once a satisfactory report has been submitted a completion notice may be issued to the applicant if requested. The notice will confirm that the archaeological scheme of work has been completed and that it has complied to the brief and is of an acceptable standard. This notice has no statutory force, but if the work has been undertaken as part of a planning application, the planning authority may require it as proof of compliance with a planning condition or before they determine an application.

POLICY AND PLANS CONSULTATION

Date: 20/3/01
Case Officer: Basia Polnik
Application: F/2001/3437 Proposed 3 storey extension
Location Exa House Alexandra Court, Wokingham
Applicant: Axa Equity and Law

Site is located in the Retail Centre of Wokingham Town Centre facing a major a retail unit which is currently vacant and subject to an application for mixed use as part of a comprehensive scheme involving two applications, one of which is this one at Exa House.

The site is currently in B1 use as far as I am aware and has been used for this purpose for many years. The proposed alterations in floorspace on the application form do not appear to be accurate. For the purposes of this consultation I shall treat the site as though it is only in B1 use and involving a part Cof U from B1 to A1 and an extension to B1.

The retail core of a town centre is the preferred location for key town centre functions attracting significant volumes of traffic and people, especially retail, as set out in sequential tests in PPG6, BSP policy S4 and WDLP policy WSH1. The site is not on a main shopping frontage but because it is in the retail core policy WSH5 should be taken into account. The proposal to part use the building for retail use should introduce some much needed vitality into this part of the town, improve pedestrian flows and meet wider objectives for the centre and would be welcomed.

PPG6 would encourage the principle of office use in town centres, however the BSP says that Wokingham is not generally suitable for such use because of the nature of the town and the congestion that it suffers. Consequently policy WSH22 has identified only limited locations where office development should be carried out in Wokingham and this is not one of those. However Policy WSH22 is intended to relate to new office development rather than extension of existing premises as proposed in this case.

The relevant local plan policy for considering the office extension part of the proposal would therefore be policy WEM4. This allows for existing businesses to expand in situ. (It is not clear whether this is the case here0. There would be no conflict with BSP policy BU1 arising from the proposal as the site only involves 250m2 net increase in floorspace. Although there is a general overprovision of employment floorspace in Berkshire the situation in Wokingham is at balance with sufficient new provision to last barely to the end of the plan period. The additional floorspace proposed would not add significantly pressure on labour supply as it is of small size. I consider it acceptable in principle

The site is in the conservation area so I would suggest that attention is paid to enhancing the quality of the shop front and introducing some special architectural feature into the blank end wall of the office extension. Something related to the town would be useful. The end wall of the Travel Inn at Stoke Crossroads in Guildford has been enhanced by including the text of a poem into the brickwork across three storeys. That or a panel of relief brickwork may be suitable and comply with policy WHE2 and introduce public art in accordance with policy WBE7.

Recommendation
Conditional approval

EJ Gilham 20/03/01

THAMES VALLEY
POLICE

P.C. Dave STUBBS
Crime Prevention Design Adviser
(Berks)

Thatcham Police Station
20, Chapel Street
Thatcham, BERKS.
RG18 4QL
Tel. 01635 295156
Fax. 01635 295126

Mrs. B. Polnik
Planning Services
Wokingham District Council
PO Box 157
Shute End
Wokingham
BERKS.
RG40 1WR

41716

Date 23rd March 2001

For 'Secured by Design' standards and application forms
Visit the 'SBD' website at :-
www.securedbydesign.com

Your Ref. 3437

Dear Mrs. Polnik

Exa House, Alexandra Court. Wokingham

Thank you for the details of this application.

The security of office premises depends to a large degree on the final user's risk assessment of the value of the building's contents as to what will be cost effective and essential.

The courtyards and pedestrian walkways behind the main thoroughfares in Wokingham town centre are not subject to good natural surveillance outside the working day and have been vulnerable to graffiti and other vandalism, skateboarding and other youth gathering activities, which has been a disincentive to legitimate users passing through.

The proximity of nearby changes of use to encourage more leisure movement may alleviate this, but good lighting, and in the absence of a town centre CCTV system, encouraging business to equip their own building and related public movement space, with appropriate surveillance / security, would be a major contribution to improving the safety and lawful use of adjacent public routes.

Lighting of the area will be important, as will planting where appropriate, to keep casual intrusion away from the building fabric and keep privacy at ground floor windows.

The building fabric should be resistant to graffiti and ALL accessible glazing should be of LAMINATED glass.

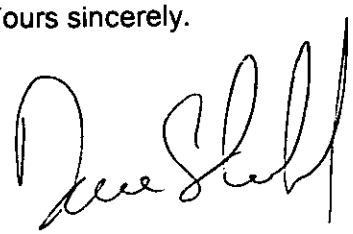
Should the eventual occupiers feel that their business crime risk justifies the use of CCTV and other security strategies, I would fully support this in any subsequent application for planning permission.

In the light of the duty on local authorities to do all that they reasonably can to prevent crime & disorder under Section 17 of the Crime & Disorder Act 1998, business premises face a wide range of crime risks including burglary, theft from external areas, walk in theft, and vehicle crime especially where employees cars are parked remotely.

The council can help to discharge its duty in respect of its planning function under Sec. 17 by taking the above comments into account when arriving at its decision.

I trust this will be of assistance and thank you for your consultation.

Yours sincerely.



P.C. Dave STUBBS
Thames Valley Police
CPDA. (Berks.)

WOKINGHAM DISTRICT COUNCIL
ENVIRONMENTAL PROTECTION AND HOUSING

MEMORANDUM

From: John Mullaney
Environmental Health

My Ref:

To: Mrs B Polnik
Development Control

Your Ref: F/2001/3437

Date. March 23, 2001

PROPOSED: 3 STOREY EXTENSION TO OFFICE BUILDING

LOCATION: EXA HOUSE, ALEXANDRA COURT, DENMARK STREET, WOKINGHAM

These proposals have been evaluated and I have no environmental health objections to the application but recommend the following condition be attached should planning consent be granted:

Standard planning condition C070 regarding hours of construction.

John Mullaney

JOHN MULLANEY
SENIOR ENVIRONMENTAL HEALTH OFFICER
ENVIRONMENTAL PROTECTION AND HOUSING

COPIES TO:

14 MAR 2001

Date: 13 March 2001

To: Harold Sanders, Conservation

We have received Additional Plans for the following planning application:

Application Number: F/2001/3437

Location: Exa House, Alexandra Court, Wokingham.

Proposal: Proposed three storey extension to office building for (B1) office use.

Applicant: Exa Equity And Law C/O Kemp Muir Wealleans.

Case Officer: Mrs B Polnik

The new plans show the following: Alterations to access. Drawing no 0028 AP10.

Comments are required by 27/03/2001.

Should you have any queries regarding this application please contact the case officer Mrs B Polnik on 0118 974 6450.

SEE PREVIOUS DETAILED COMMENTS ON PREVIOUS PLANS. THE NEW ACCESS ARRANGEMENT STILL REQUIRES A LANDSCAPE / URBAN DESIGN INPUT AND SHOULD BE CONSIDERED IN RELATION TO THE EXISTING PLANTERS, TREES AND PLANTING

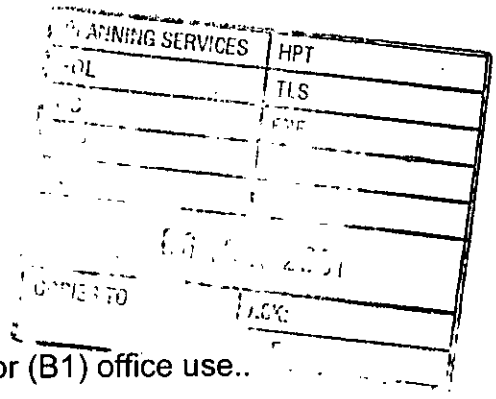
14 MAR 2001
COPIES TO:
FILE:

Harold Sanders

20.03.01.

See Part One all plans'

To:
Harold Sanders
Urban Design And Conservation Officer



From: Mrs B Polnik

Date: 05 March 2001 06 MAR 2001

Application Number: F/2001/3437

Proposal: Proposed three storey extension to office building for (B1) office use..

Site Address:
Exa House, Alexandra Court, , Wokingham.

Applicant:
Exa Equity And Law C/O Kemp Muir Wealleans.

Your observations are required in respect of this application within **7 days** of the above date.

See enclosed comments. 14-03-01

TO: DEVELOPMENT CONTROL FROM: Environmental Design

DATE: 14/03/01

Location:
Exa House Alexandra Court Wokingham
Proposal:
Proposed 3 storey extension
Application Number: F/2001/3437

The general form, details and materials appear acceptable in this location in the Conservation Area, but there are two urban design issues which should be addressed.

1 There is an visually important group of trees which is not noted on the existing plans. The trees are only just beginning to mature, and they have a significant visual impact on the walkway, particularly in the autumn.
The Tree Team should be consulted to determine if the tree-group can be replanted within this area or replacements included in the scheme

2 Generally, the building has a horizontal emphasis; in contrast, the new wall fronting onto the service road has a scale and proportion alien to the existing building. The introduction of some banding or brick bonding may resolve the issue

Harold Sanders

CONSERVATION+DESIGN

PLANNING SERVICES	HP1
POL	TLS
Design	ENF
APP	
CS	

17 APR 2001

COPIES TO:	ACK:
	FIL:

TO: DEVELOPMENT CONTROL FROM: Environmental Design

Mrs B Polnik DATE: 12th April 2001

Location:	Exa House, Alexandra Court, Wokingham
Proposal:	Proposed three storey extension to office building for (B1) office use.
Application Number:	F/2001/3437

In response to your consultation dated 5th March 2001 for the above application, the tree and landscape comments are as follows:

The above application will require the removal of the raised brick planters and tree planting to the rear of Exa House. The rear of the building and site of the proposed extension is visible from Elmsfield Park and would increase the mass and hence visual impact of the building when viewed from the same location.

The planters and tree planting are not particularly important landscape features but I should wish to see replacement planting and new landscape treatment established boundary along the eastern ?-boundary (no north point on drawing) to soften the view of the extension from the park.

The applicant should produce for approval detailed landscape proposals which indicate the species, size at time of planting and plant numbers for each area and in total. A new appropriate fence design should also be produced for approval.

ROBERT PETROW
Consultant Landscape Architect

See Part One all plans'

To:
Landscape

From: Mrs B Polnik

Date: 05 March 2001 06 MAR 2001

Application Number: F/2001/3437

Proposal: Proposed three storey extension to office building for (B1) office use..

Site Address:
Exa House, Alexandra Court, , Wokingham.

Applicant:
Exa Equity And Law C/O Kemp Muir Wealleans.

Your observations are required in respect of this application within **7 days** of the above date.

PLANNING SERVICES	HPT
POL	TLS
DC	ENF
APP	
CS	
06 MAR 2001	
COPIES TO:	ACK:
	FILE:

5

Will require removal of raised beds, planting & 3No trees, replacement planting, new boundary treatment adjacent to Elmsfield Park

R 19/3

WOKINGHAM TOWN COUNCIL CONSULTATION SHEET

Case officer: Mrs B Polnik

Application Number: F/2001/3437

Proposal: Proposed three storey extension to office building for (B1) office use

Site Address: Exa House, Alexandra Court, Denmark Street, Wokingham

Applicant: Axa Equity & Law C/O Kemp Muir Wealleans

Your observations are required in respect of this application **by 29/03/01**

At its meeting on 20 March 2001, the Planning & Transportation Committee resolved to make the following observation:

- **No objection**

SIGNED: _____ **DATE:** 26/03/01

CLERK TO Wokingham Town Council

Wokingham District Council
Planning Application

Town and Country Planning (General Development Procedure) Order 1995 – Notice under Article 8

AND/OR

Planning (Listed Buildings and Conservation Areas) Regulations 1990 and Planning (Listed Buildings and Conservation Areas) Act 1990

Application No: F/2001/3437

Proposal:
Proposed three storey extension to office building for (B1) office use.

Location:
Exa House Alexandra Court Wokingham

This application is being advertised in the Wokingham Times newspaper on the 14/03/2001 for the following reason(s);

SITE IS IN A CONSERVATION AREA

The application can be inspected at Wokingham District Council's offices during the following times:

PLANNING DEPARTMENT, SHUTE END, WOKINGHAM TEL (0118) 974 6428
8.30 - 5.00 Monday - Thursday & 8.30 - 4.00 Friday

WOODLEY LIBRARY HEADLEY ROAD WOODLEY (9.30am - 7.00pm Mon, Thurs & Fri. 9.30am - 5.00pm Tues, 9.30am - 1.00pm Saturday. closed all day Wednesday)

Comments should be sent in writing QUOTING THE APPLICATION NUMBER to the Case Officer Mrs B Polnik P.O. Box 157 Council Offices, Shute End, Wokingham, Berkshire, RG40 1WR to arrive before **04/04/2001**. Written comments submitted will become available for public inspection.

In view of the very large number of planning applications and letters of comment received, it will not be possible for an individual reply to observations made. However any comments will be taken into account when the application is determined and you will be notified of the decision.

Date: 14/03/2001

Placed in window 19/3.

Received by Wokingham District Council

Application No: F/2001/3437

Proposal:
Proposed three storey extension to office building for (B1) office use.

Location:
Exa House, Alexandra Court, , Wokingham.

The application is available for inspection at Wokingham District Council's offices during the following times:

PLANNING DEPARTMENT, SHUTE END, WOKINGHAM TEL (0118) 974 6428
8.30 - 5.00 Monday - Thursday & 8.30 - 4.00 Friday

WOODLEY LIBRARY HEADLEY ROAD WOODLEY (9.30am - 7.00pm Mon, Thurs & Fri. 9.30am - 5.00pm Tues, 9.30am - 1.00pm Saturday. closed all day Wednesday). If you intend to view this application at Woodley Library (see details above) please allow 4 days from the date of this notice for delivery of plans.

Comments should be sent in writing QUOTING THE APPLICATION NUMBER to the Case Officer Mrs B Polnik P.O. Box 157 Council Offices, Shute End, Wokingham Berkshire, RG40 1WR to arrive on or before 29/03/2001. Written comments submitted will become available for public inspection.

In view of the very large number of planning applications and letters of comment received, it will not normally be possible for an individual reply to observations made. However any comments will be taken into account when the application is determined and you will be notified of the decision.

Head Planning and Transportation

05 March 2001

WOKINGHAM D.C. DEVELOPMENT CONTROL

Valid

Start date: ~~15 FEB 2001~~ 27 FEB 2001	Map No. 75B Site 0.08
Officer: BP Application No. F/2001/3437	Easting: ..... Flood Pln .....
	Northing: ..... Mineral .....

Level: ☑ Sub Committee ☐ Delegated ☐ Sec. State

☐ Incorrect Fee ☐ Invalid ☐ PD

Description: THREE STOREY (F) PROPOSED EXTENSION TO OFFICE BUILDING FOR (B1) OFFICE USE

Location: EXA HOUSE, ALEXANDRA COURT, DENMARK ST

Parish: WOKINGHAM Ward: Evendons 5.3.01 D.

Applicant: EXA EQUITY AND LAW To follow

Fee Received 00-00 Required 1330.00 Additional ..... Refund .....

received 27 FEB 2001

Enforcement Section to be notified ☐ tick if required

Additional information required for validation

		Reason	Requested	Received
1	1:2500 OS location plan showing property edged in blue/red			
2	1:500 block plan showing existing & proposed dev. + adj. Properties			
3	Forms unsigned			27 FEB 2001
4	Correct S 66 certificate	missing	to follow see letter	
5	Elevation plans			
6	Floor plans			
7	Metric scale disclaimer			
8	Encroachment letter			
9	Miscellaneous			

APPLN NO. _____

ACTION REQUIRED BY DEVELOPMENT CONTROL

Conservation Area ...Wokingham.....

Listed Building 1 2 2*

Advertisement Required ...Development in Conservation Area.

Date Site Notice Sent : 5.3.01 Parish Council Informed - YES / NO

INTERNAL CONSULTATIONS

Building Control : ✓
Landscape ✓
Trees .....
Conservation Officer ✓
Environmental Health ✓
Housing .....
Leisure & Cultural services .....
Public Rights of Way ✓
Property .....
District Secretary (only if called in by SOS) .....
Policy & Plans ✓
Strategic Planning (JSPU) .....
Minerals (INTERNAL) .....
Archaeological Site (BABTIE) ✓
Education .....
Social Services .....
Highways ✓
Disabled Access Officer ✓

EXTERNAL CONSULTATIONS

Adjacent D P A : .....
Adjacent Parish : .....
Southern Electricity Board .....
British Gas .....
PSA Oil Pipeline .....
Transco : .....
Environment Agency .....

Rail Track .....
Police Arch. Liaison Officer ✓ .....

HERITAGE BODIES

The Georgian Group .....
Ancient Monuments Society .....
Council for British Arch. .....
RCHME .....
Telecommunications (NRPB) : .....
Sport England : .....

OTHERS:

.....
.....
.....No pre-apps.....

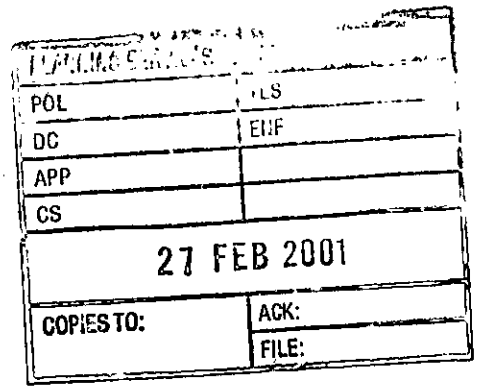
NEIGHBOURS:

.....SN + See map.....
.....
.....+ Exa House, Alexandra Court (within red line).....
.....
.....
.....
.....
.....
.....

27.FEB.2001* 3437

kemp muir wealleans architects designers

66 Great Portland Street
London W1N 5AJ
Tel 020 7436 1818
Fax 020 7436 5321
mail@kmw.co.uk



Mrs B Polnik
Wokingham District Council
Planning Department
P O Box No: 157
Shute End
Wokingham
Berkshire RG40 1WR

JDM/0028/sjr
23rd February 2001

Dear Mrs Polnik

Re: EXA HOUSE, WOKINGHAM

Further to our planning application dated 13th February 2001 we enclose Certificate A, The Agricultural Holdings Certificate and a cheque in respect of the planning fee in the sum of £1,330.00, as promised.

Yours sincerely

John Muir
Kemp Muir Wealleans

Enc:

cc: Brian Shrubsall
Matthew Vowels

Directors:
Martyn Kemp Dip Arch RIBA
John Muir Dip Arch RIBA
Consultant:
Jon Wealleans MA(RCA) FCSD
Registered office:
Kemp Muir Wealleans Ltd
66 Great Portland Street
London W1N 5AJ
Registered in England
Number 3103966

kemp muir wealleans

EXA HOUSE, WOKINGHAM

27.FEB.2001 • 3437

SCHEDULE OF DRAWINGS

Drawing Number	Scale	Title
0028 AP 01	1:500	Site Location Plan
0028 AP 02	1:100	Proposed Ground Floor Plan
0028 AP 03	1:100	Proposed First Floor Plan
0028 AP 04	1:100	Proposed Second Floor Plan
0028 AP 05	1:100	Existing Ground Floor Plan
0028 AP 06	1:100	Existing First Floor Plan
0028 AP 07	1:100	Existing Second Floor Plan
0028 AP 08	1:100	Proposed Elevations
0028 AP 09	1:100	Existing Elevations

kemp muir wealleans architects designers

66 Great Portland Street
London W1N 5AJ
Tel 020 7436 1818
Fax 020 7436 5321
mail@kmw.co.uk

27.FEB.2001* 3437

Mrs B Polnik
Wokingham District Council
Planning Department
P O Box No: 157
Shute End
Wokingham
Berkshire RG40 1WR

JDM/0028/sjr
13th February 2001

Dear Mrs Polnik

Re: EXA HOUSE, WOKINGHAM

Please find enclosed our planning application in respect of Exa House, Alexandra Court, Denmark Street, Wokingham. This comprises a proposal to extend Exa House for B1 office use. The style of the building proposed is intended to reflect the existing architecture of Exa House and will, we believe, therefore be an appropriate addition to the existing environment.

We have enclosed six copies of the planning application form duly completed, together with six copies of our drawing schedule and the relevant drawings. The planning fee and appropriate Notices are not included and these will be sent to you under separate cover shortly. I appreciate that you cannot register the application until you receive these documents, but felt that in the context of discussions currently taken place on adjoining applications it was appropriate to put the application in front of you as soon as possible.

If you have any questions concerning this letter or enclosures please do not hesitate to telephone me.

Yours sincerely

John Muir
Kemp Muir Wealleans

Encs:

cc: Brian Shrubsall
Matthew Vowels

Directors:
Martyn Kemp Dip Arch RIBA
John Muir Dip Arch RIBA
Consultant:
Jon Wealleans MA(RCA) FCSD
Registered office:
Kemp Muir Wealleans Ltd
66 Great Portland Street
London W1N 5AJ
Registered in England
Number 3103966

1933

(1) ~~Shulton House~~ Zyx House Alexandra Court

ADDRESS Denmark Street PARISH Wokingham

PLOT No. Renamed 11.7.95 ORD. SHEET No.

BUILDER

Plan No.	Applicant	Description of Development	Date of Decision	Decision
09054	Burnheath Properties	New building shops with offices above: Ped. route etc.	28.9.78	C/A
09055 LBC	"	"	28.4.78	C/A
09065	"	Dem. unlisted buildings	28.9.78	C/A
13121	Bryant	New building retail with offices over	3.7.80	C/A
13301 LBC	"	Dem. unlisted buildings	3.7.80	C/A
BR15715	"	3/s.f. building	26.11.80	Ref
BR16480	"	"	20.5.81	App
BR24177	Shulton G.B. Ltd	Int. alts	8.3.85	App
BR4172	BR Aerospace Pension Fund	3 illn. signs	9.6.95	Ref
95/00264/LA				

MINISTRY DECISION

SPECIAL ORDERS

1933

(2) Zyx House

ADDRESS Denmark Street PARISH Wokingham

PLOT No. ORD. SHEET No.

BUILDER

Plan No.	Applicant	Description of Development	Date of Decision	Decision
44173	BR Aerospace Pension Fund	Canopies & planter	25.5.95	C/A
95/00233/LA				
FP95/3388	"	Refurb/stairwell/signage/ canopies	28.4.95	C/App
FP95/3665	"	Sub-div. of existing offices to form separate ground & 1st floor suites	5.7.95 13.6.95	C/App
FP95/3690	Parcelforce	Alterations	14.8.95	App
FP96/5601	British Aerospace	WC & tea point	19.8.96	App
FP96/5659	Innovision Concepts	Partitioning	16.9.96	App
20028	Charter House Chair Co	Cou Unit 5	21.9.83	App REF

MINISTRY DECISION 20028 appeal allowed 22.1.84.

SPECIAL ORDERS

1789/a

SECTION 66 CERTIFICATE

Application No. 27.FEB.2001* 3437

Please fill in both Certificate A, B, C or D and the Agricultural Holdings Certificate. Delete sections not relevant.

(a) "Owner" means a person having a freehold interest or leasehold interest the unexpired term of which is not less than 7 years.

OR

+ See Note (a) to Certificate A

OR

(b) Insert description of steps taken.

(c) Name of local newspaper circulating in the area where the land is situated.

(d) Date of publication (which must be not earlier than the beginning of the period of 21 days ending with the date of the application).

CERTIFICATE A

I certify that:

at the beginning of the period of 21 days ending with the date of the accompanying application, nobody, except the applicant, was the owner of (a) of any part of the land to which the application relates.

CERTIFICATE B

I certify that:

I have/The applicant has* given the required notice to everyone else who, at the beginning of the period of 21 days ending with the date of the accompanying application was the owner (a) of any part of the land to which the application relates, as listed below.

Owner's(a) name	Address at which notice was served	Date on which notice was served

CERTIFICATE C

I certify that

- I/The applicant* cannot issued a certificate in accordance with either paragraph (a) or paragraph (b) of Section 66(1) of the Act in respect of the accompanying application.

- I have/The applicant has* given the required notice to the persons specified below, being persons who at the beginning of the period of 21 days ending with the date of the application were owners (a) of any part of the land to which the application relates.

Owner's(a) name	Address at which notice was served	Date on which notice was served

- I have/The applicant has* taken all reasonable steps open to me/him/her* to find out the names and addresses of the other owners (a) of the land, or of a part of it, but have/has* been unable to do so. These steps were as follows:

  (b) . . . . . .

  . . . . . .

- Notice of the application as attached to this Certificate, has been published in

  the (c) . . . . . .

  on (d) . . . . . .

1789/b

CERTIFICATE D

I certify that

● I/The applicant cannot issue a certificate in accordance with paragraph (a) of Section 66 of the Act in respect of the accompanying application.

OR

● I/The applicant have/has taken all reasonable steps open to me/him/her to find out the names and addresses of everyone else who, at the beginning of the period of 21 days beginning with the date of application was the owner (a) of any part of the land to which the application relates, but have/has been unable to do so. These steps were as follows:

(b) . . . . . .

. . . . . .

(b) Insert description of steps taken

(c) Insert name of local newspaper circulating in the area where the land is situated.

(d) Insert date of publication (which must not be earlier than the beginning of the period of 21 days ending with the date of the application).

● Notice of the application as attached to this Certificate, has been published in the (c) . . . . . .

on (d) . . . . . .

●

ALL APPLICANTS MUST COMPLETE THIS SECTION

If any of the site is part of an area of land which is let or there is an agreement to let the land for agricultural purposes to a tenant, it may be an agricultural holding. Further advice may be obtained from the Department.

Agricultural Holdings Certificate

One or other section must be crossed through as not applicable.

If the applicant is the sole agricultural tenant he or she must delete the first alternative and insert "not applicable" as the information required by the second alternative.

● None of the land to which the application relates is, or is part of, an agricultural holding.

OR

● I have/The applicant has given the required notice to every person other than my/him/herself who, at the beginning of the period of 21 days ending with the date of the application, was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows:

Tenant's name	Address at which notice was served	Date on which notice was served

Signed J.S. MUIR

On behalf of KEMP MUIR WEALLEANS LTD

Date 23rd February 2001

TOWN AND COUNTRY PLANNING ACT, 1990
TOWN & COUNTRY PLANNING GENERAL DEVELOPMENT ORDER 1988
Certificate under Section 66

11. WHAT IS THE EXISTING USE OF THE LAND AND/OR BUILDING(S) e.g. residential, industrial, etc. If the site is vacant say so, and also state its previous use and when that ceased.
(B1) OFFICE AND (A1) RETAIL

12. DOES A PUBLIC RIGHT OF WAY CROSS OR ABUT THE SITE OR THE PROPOSED ACCESS? YES/NO — If yes, show existing route(s) and any proposed alternatives on the plans

13. ARE THERE ANY TREES ON THE SITE? IF YES, ARE ANY TO BE FELLED? YES/NO — If yes, please show their positions, spread and species on the plans and which, if any, are to be felled.

14. STATE EXTERNAL MATERIALS TO BE USED.
BRICKS TO MATCH EXISTING
WINDOW FRAMES TO MATCH EXISTING
ARTIFICIAL ROOF SLATES TO MATCH EXISTING

15. HOW WILL THE SITE BE ENCLOSED? Say whether walls, fences or hedges, and give height, colour and materials. If the site is divided into plots, say how each is to be enclosed.
NO BOUNDARY WALLS OR FENCES

16. HOW WILL SURFACE WATER BE DISPOSED OF?
TO EXISTING SEWERS

17. HOW WILL FOUL SEWAGE BE DISPOSED OF? To existing system YES/NO — If no, please give details

18. WHAT ARE THE ACCESS ARRANGEMENTS? AS EXISTING / AS PROPOSED. Give details of pedestrian and vehicular access
AS EXISTING FOR PEDESTRIANS VIA ALEXANDRA COURT.
VEHICULAR ACCESS VIA EXISTING ROUTE FROM ELMS ROAD

19. HAS PROVISION BEEN MADE FOR THE DISABLED? See notes for applicants
YES - LIFT TO ALL FLOORS

20. IF THIS PROPOSAL INVOLVES RESIDENTIAL DEVELOPMENT OR THE LOSS OF RESIDENTIAL UNITS, COMPLETE THE FOLLOWING TABLE

	No. OF DWELLINGS/HABITABLE ROOMS PROPOSED	TO BE RETAINED	TO BE LOST
HOUSE	/ *	/ *	/ *
BUNGALOW	/ *	/ *	/ *
FLAT/MAISONETTE	/ *	/ *	/ *
OTHER	/ *	/ *	/ *

* STATE No. OF HABITABLE ROOMS

21. DOES THE PROPOSAL INVOLVE ANY NON-RESIDENTIAL BUILDING OR USE? YES/NO — If YES, complete Part 2 of the form

22. DOES THE PROPOSAL INVOLVE THE WINNING, WORKING OR PROCESSING OF MINERALS: THE DISPOSAL OF MINERAL WASTE, OR THE DEPOSIT OR PROCESSING OF REFUSE AND WASTE MATERIALS? YES/NO — If YES, please ask for and complete Part 3 of the form

23. STATE THE FEE ENCLOSED WITH THIS APPLICATION. The current scale of fees is enclosed. If you believe a reduced fee or no fee is payable, say why.
£1330.00

I hereby apply for permission in respect of the particulars described above and in the attached plans and drawings. If planning permission is granted, the development must be carried out strictly in accordance with the approved plans. Failure to do so could result in enforcement action being taken. Permission under the Town & Country Planning Acts does not obviate the possible need to apply for Building Regulations approval.

SIGNED [signature] ON BEHALF OF AXA EQUITY AND LAW DATE 13 FEBRUARY 2001

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS".

PLANNING APPLICATION — PART 2

This part of the form need only be completed if the application involves non-residential development. Please answer all questions in print or block letters. If the answer is not applicable, write N/A in the space. You may wish to amplify your answers in a covering letter.

24. STATE THE GROSS FLOOR SPACE (by external measurement) OF ALL BUILDINGS TO WHICH THIS APPLICATION REFERS. Please give all floor areas in SQUARE METRES.

	USE CLASS	Existing floor space: Retained in existing use	Existing floor space: Lost by change of use or demolition	Proposed additional floorspace created by: New building	Proposed additional floorspace created by: Change of use
A1	SHOPS	255			
A2	FINANCIAL AND PROFESSIONAL SERVICES				
A3	FOOD AND DRINK				
B1(a)	OFFICE (other than A2)	1200		505	
B1 (b)	RESEARCH AND DEVELOPMENT				
B1 (c)	LIGHT INDUSTRIAL				
B2	GENERAL INDUSTRIAL				
B3-7	SPECIAL INDUSTRIAL				
B8	STORAGE OR DISTRIBUTION				
C1	HOTELS AND HOSTELS				
C2	RESIDENTIAL INSTITUTIONS				
D1	NON-RESIDENTIAL INSTITUTIONS				
D2	ASSEMBLY AND LEISURE				
OTHER	Please Specify				
OTHER	Please Specify				
	TOTAL				

25. IF C1 OR C2 USE IS PROPOSED, PLEASE STATE NUMBER OF BED SPACES
N/A

26. WHAT PROVISION IS BEING MADE FOR PARKING?

	Cars	Lorries
Existing	7	0
Proposed	PARKING ADJOINING CAR PARK - NO SPACES ON SITE	0

27. DESCRIBE THE ACTIVITY OR PROCESSES TO BE CARRIED ON. Please provide details of any equipment, plant or machinery to be installed and any end products. You may wish to amplify your answers in a covering letter.
ONE RETAIL UNIT TO REMAIN (A1)
OFFICE USE TO REMAIN AND (B1)
OFFICE USE TO BE EXTENDED

28. WHO WILL OCCUPY THE PREMISES?
a) Give the name and current operating address of the proposed occupier
b) Will these premises be vacated?
NOT KNOWN

29. IF KNOWN, HOW MANY PEOPLE ARE LIKELY TO BE EMPLOYED ON SITE AFTER COMPLETION OF THE DEVELOPMENT?

Existing Staff	Transferred Staff	New Staff	Total

30. DOES THE PROPOSAL INVOLVE THE USE OR STORAGE OF ANY OF THE HAZARDOUS SUBSTANCES LISTED IN THE NOTES?
If so, state this material, the quantity and method of storage.
NO

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS".

1769d

YOUR PLANNING APPLICATION

WHY DO YOU NEED TO MAKE A PLANNING APPLICATION ?

New buildings, major alterations and enlargement of existing buildings, and many changes in the use of buildings and land need planning permission.
The Town and Country Planning Acts impose a duty on Local Authorities to control these changes, and this means that a balance has to be found between the need and pressure for change, and the desire to protect the character of settlements and the countryside.
The merits of each application are, therefore, carefully examined.

WHAT ELSE MAY YOU HAVE TO DO ?

Listed Building Consent: for works to a Listed Building; or for demolition works on land within the curtilage of a Listed Building or within a Conservation Area.

Advertisement Consent: for the display of advertisements or signs

Building Regulation Approval: for most new building or construction work.

Special forms are available for these types of applications.

You should also check whether there are any other regulations with which you may need to comply.

WHAT HAPPENS TO THE APPLICATION ?

It will first be checked to see if it is complete and if it is, it will be registered.

Consultations will be carried out with public and other bodies, such as the Highway Authority, or Local Parish Councils.

Publicity may be given to allow local people the opportunity to comment on your proposals.

The application will be considered in relation to the Council's planning policies and guidelines, the past history of decisions on that site or in the locality, other standards (such as parking, or visibility at road junctions), and any other material considerations.

The site will be visited by a Planning Officer You may be asked to submit more information, or to amend your application.

The application will then be considered either by a Planning Committee or Sub Committee (made up of Councillors) or by the Chief Officer responsible for planning matters. Objections to an application will be taken into consideration by the Committee or the Chief Officer.

Shortly after the application has been determined, you will receive a Decision Notice.

HOW LONG WILL IT TAKE ?

An application will generally be determined within eight weeks although a longer period may sometimes be required for a complicated application.

WHAT SORT OF DECISION CAN BE MADE ?

Your application may be approved.

Your application may be approved subject to certain conditions. These could impose restictions on the use of land or buildings, or require further details to be approved at a later stage, (e.g. materials or landscaping).
You may appeal against the conditions, but this opens the entire permission to review by the Secretary of State.

Your application may be refused. The reason will be listed on the Decision Notice.

WHAT HAPPENS IF THE APPLICATION IS REFUSED ?

You have the right to appeal against the refusal to the Secretary of State, but you have to do that within six months. Appeals can be dealt with by written representations by both sides, or by a Public Inquiry.
You may ask the Planning Officer whether an amended application would be more likely to receive planning permission.

DATA PROTECTION ACT 1984

'Information contained in this form is likely to be personal data within the terms of the Data Protection Act 1984, and as such will be held by the Council on computer (such as the PLANAPS applications processing system) and may be used by the Council only for purposes registered under the terms of the Data Protection Act.'

1769a

WOKINGHAM DISTRICT COUNCIL
PLANNING APPLICATION

PART 1

APPLICATION FOR PERMISSION TO CARRY OUT DEVELOPMENT - TOWN AND COUNTRY PLANNING ACTS

Please answer ALL QUESTIONS in BLOCK LETTERS. If a question is not applicable, answer N/A in space. Please submit SIX copies of this form and plans to:-

THE DISTRICT PLANNING OFFICER
WOKINGHAM DISTRICT COUNCIL
PLANNING DEPARTMENT
P O Box No. 157
COUNCIL OFFICES
SHUTE END
WOKINGHAM
BERKSHIRE, RG40 1WR

FOR OFFICE USE ONLY

27 FEB 2001 * 3437

1.	APPLICANT'S NAME	AXA EQUITY AND LAW
	ADDRESS	C/O KEMP MUIR WEALLEANS 66 GREAT PORTLAND STREET
	POST CODE	W1N 5AJ PHONE 020 7436 1818
2. If the applicant has an agent, all correspondence will be sent to the agent	AGENT'S NAME	KEMP MUIR WEALLEANS
	ADDRESS	66 GREAT PORTLAND STREET
	POST CODE	W1N 5AJ PHONE 020 7436 1818 370 9830
3. On the plans show the SITE outlined in RED Show also OTHER land in the applicant's ownership or control in BLUE.	SITE LOCATION	AXA HOUSE, ALEXANDRA COURT DENMARK ST., WOKINGHAM
4. WHAT IS THE APPLICATION FOR ? Give brief details and state for what purpose this site and any buildings will be used.		EXTENSION OF OFFICE BUILDING FOR (B1) OFFICE USE
5. Give the area in hectares or part of a hectare	AREA OF SITE	0.9
6. State the applicant's interest in the land e.g. owner, prospective purchaser, lessee	OWNERSHIP	OWNER
7. List all the plans and drawings submitted with the application	PLANS/DRAWINGS	SEE ATTACHED SCHEDULE

8. DOES THE APPLICATION INVOLVE ANY OF THE FOLLOWING ?
Tick the boxes(x)

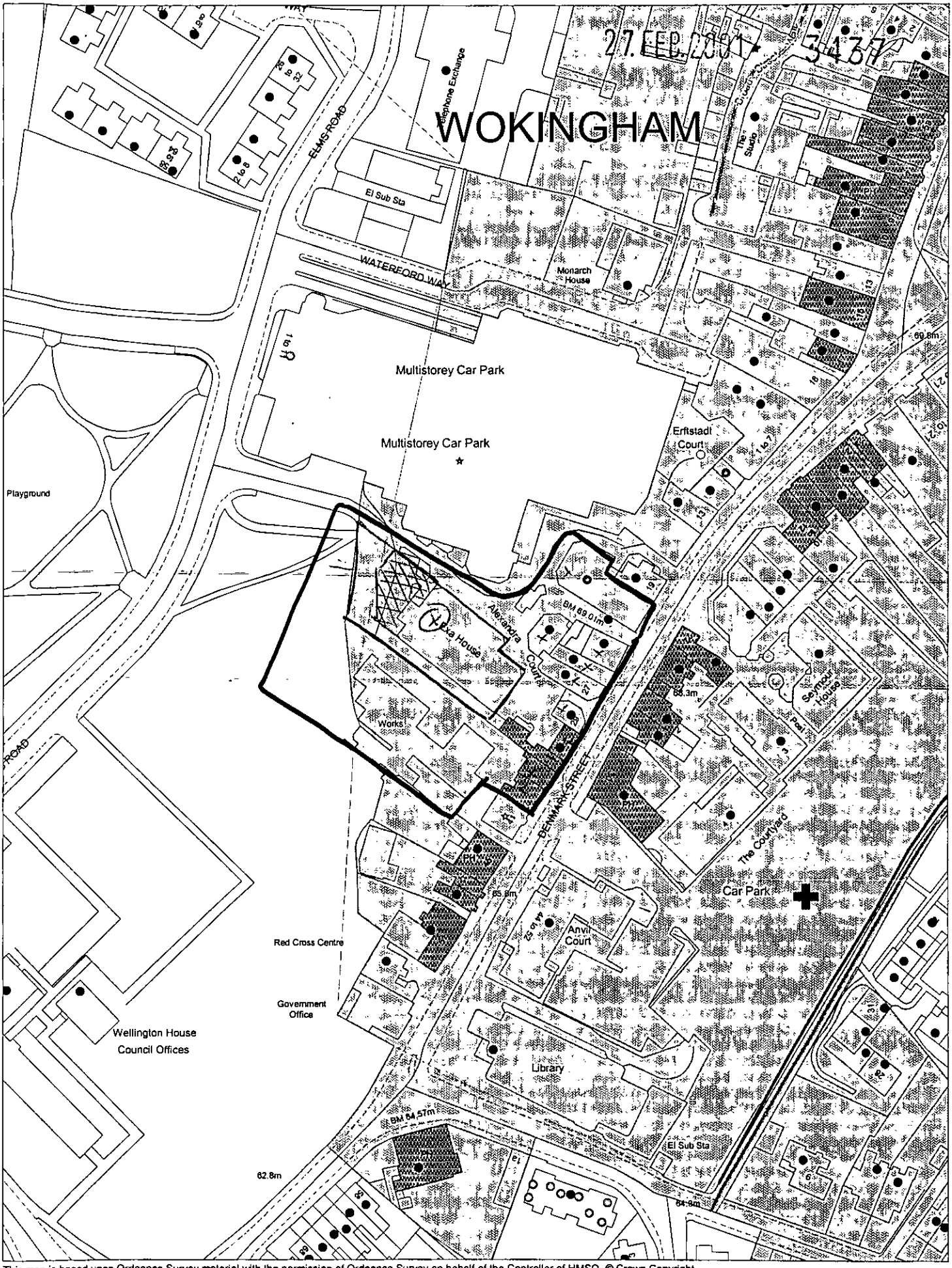
CHANGE OF USE	☐	REDEVELOPMENT	☐
ERECTION OF NEW BUILDING	☐	ALTERATION or EXTENSION	☒

9. WHAT TYPE OF APPLICATION IS THIS ?
Tick one box only

OUTLINE PERMISSION	☐	See question 10
FULL PERMISSION	☒	
APPROVAL OF DETAILS/RESERVED MATTERS	☐	State relevant outline permission number Also complete Question 10
TEMPORARY PERMISSION	☐	State period required
RELAXATION OF CONDITIONS	☐	State relevant application number Conditions to be relaxed

10. IF THIS IS AN OUTLINE APPLICATION OR AN APPROVAL OF RESERVED MATTERS, which details, if any, do you wish to be considered as part of this application ?

SITING	☐		
EXTERNAL APPEARANCE	☐	DESIGN	☐
MEANS OF ACCESS	☐	LANDSCAPING	☐



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Development Control Section, Environmental Services, Wokingham District Council.

26 February 2001

Scale: 1 : 1250

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