

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	261740
Site Address:	12 Wren Close, Wokingham, RG41 3YT
Expiry Date:	23 September 2026
Site Visit Date:	30 July 2026
Proposal: Householder application for the proposed erection of a garage conversion and addition of rooflights on existing roofs. Plus changes to fenestration.	

PLANNING POLICY

National Policy	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG)
Core Strategy (CS)	CP1 – Sustainable Development CP3 – General Principles for Development CP9 – Scale and Location of Development Proposals
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits CC04 – Sustainable Design and Construction CC07 – Parking CC09 – Development and Flood Risk
Wokingham Borough Local Plan Update (LPU)	C5 – Parking and electric vehicle charging
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List Sustainable Design and Construction Supplementary Planning Document

PLANNING HISTORY

Application No.	Description	Decision & Date
	There is no relevant planning history.	

CONSULTATION RESPONSES

Internal
None.
External
None.

REPRESENTATIONS

Parish/Town Council	No comments received
Ward Member(s)	No comments received
Neighbours	Two letters of objection. Concerns relate to: - Overlooking from roof windows. - Roof lights out of character. - Inaccurate plan; no. 11 shown as no. 13. - Parking may impact turning circle. - Material choice of driveway. Officer response: A full assessment of the changes proposed to fenestration is undertaken in the 'Character of the Area' and 'Neighbouring Amenity' section of this report. It is recognised that the property referred to on the plans as 'no. 13 Wren Close' should be no. 11 Wren Close. The proposed parking and driveway material are assessed in the Highway Access and Parking Provision section of this report.

APPRAISAL

Site Description:

The application site comprises a two-storey end-of-terrace dwelling situated on the western side of the cul-de-sac. The dwelling forms part of a wider residential development dating from the 1980s. Properties within the area are broadly uniform in their original design and appearance, although a number have undergone alterations and extensions of varying scale and design.

Proposal:

This application seeks approval for the conversion of the existing attached garage to create habitable accommodation. The front door would be relocated with other changes to fenestration.

Proposed materials include brick and uPVC fenestration to match the existing.

Principle of Development:

The National Planning Policy Framework has an underlying presumption in favour of sustainable development which is carried through to the local Development Plan. The Managing Development Delivery Local Plan Policy CC01 states that planning applications that accord with the policies in the Development Plan for Wokingham Borough will be approved without delay, unless material considerations indicate otherwise.

The site is located within settlement limits and as such the development should be acceptable providing that it complies with the principles stated in the Core Strategy.

Character of the Area:

The proposed development comprises the conversion of the existing attached garage, including the infilling of the existing garage door opening with brickwork to match the host dwelling and the relocation of the front entrance door within a new entrance hallway created by the conversion. A rooflight would also be inserted within the front roof slope of the existing garage to serve the new hallway.

Policy CP3 of the Core Strategy requires development to be appropriate in terms of its scale, mass, layout, built form, height, materials and character, and to achieve a high standard of design without causing harm to the amenities of adjoining occupiers or the wider area.

The proposed external alterations are relatively minor in nature and would not increase the footprint, scale or overall bulk of the dwelling. The development would not disrupt the established pattern of development, rhythm of the street scene or spacing between buildings. The host dwelling occupies an end-of-terrace position and, unlike the adjoining properties, is set forward and benefits from an attached garage. As a result of the staggered arrangement of the terrace and the differing positions of garages within the row, the group of dwellings does not exhibit a wholly uniform appearance. Consequently, the proposed alterations to the principal elevation would not appear incongruous or result in a harmful break in the character of the terrace.

The proposed front rooflight would represent a modest addition to the existing roof slope and would be consistent with rooflights already present on nearby properties, including nos. 7 and 9. As such, it would not introduce an unfamiliar or incongruous feature within the street scene. Similarly, the additional rooflight proposed within the rear roof slope to serve a walk-in wardrobe would be modest in scale and would remain in keeping with the pattern of fenestration evident within the surrounding area.

The proposed materials would match those of the existing dwelling and are considered acceptable.

Overall, the proposal would preserve the character and appearance of the host dwelling and the surrounding area and would therefore comply with Policy CP3 of the Core Strategy.

Neighbouring Amenity:*Overlooking:*

Page 47 of the BDG recommends that a 10m minimum front-to-front separation distance should be retained in order to maintain privacy. In this instance, the proposed rooflight in the front slope of the existing garage roof would be more than 28m from the front fenestration of no. 3 Wren Close. The distance well exceeds the guidance and ensures that there would be no detrimental overlooking impacts from the insertion of the rooflight.

The rooflight proposed in the rear elevation of the main roof would be sited along approximately the same building line as the existing rear 'bedroom 1' window. Therefore, views from the rooflight would be similar to the views as existing and would

not result in detrimental loss of privacy over and beyond the existing degree shared within the setting and is acceptable.

Loss of Light & Overbearing:

As the proposal does not include any increase in footprint of scale, there are no loss of light or overbearing impacts that would be generated by the proposal.

In conclusion, the impact on adjoining neighbours has been considered in detail and informed by third party comments. Based on this assessment and the site-specific circumstances, it is concluded that the proposal would not cause any significant harm to the amenities of adjoining occupiers in accordance with Core Strategy policies CP1 and guidance in section 4 of the Borough Design Guide.

Highway Access and Parking Provision:

The proposal involves the conversion of the existing attached garage; however, it would not increase the number of bedrooms or otherwise intensify the residential use of the property. The submitted plans demonstrate that two off-street parking spaces would be retained within the site, which accords with the Council's adopted parking standards.

An objection has been received regarding the potential impact of parking on the turning head within the cul-de-sac. However, no alterations are proposed to the existing parking arrangements, and both parking spaces would remain wholly within the application site. The proposal would therefore not result in any encroachment onto the highway or prejudice the operation of the turning head.

Concern has also been raised regarding the surfacing material used for the existing driveway. As no changes are proposed to the parking area or driveway as part of the application, the suitability of the existing surfacing does not form part of the assessment of this proposal.

Overall, the retention of two off-street parking spaces is considered sufficient to serve the development, and the proposal would not give rise to any adverse highway safety or parking impacts. The development is therefore acceptable in highway and parking terms.

Conclusion:

For the reasons set out above and subject to conditions, the proposal is acceptable as it accords with local plan policy and guidance.

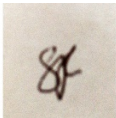
Community Infrastructure Levy (CIL): When planning permission is granted for a development that is CIL liable, the Council will issue a liability notice as soon as practicable after the day on which the planning permission first permits development. Completing the assumption of liability notice is a statutory requirement to be completed for all CIL liable applications.

The Public Sector Equality Duty (Equality Act 2010): In determining this application the Council is required to have due regard to its obligations under the Equality Act 2010. The key equalities protected characteristics include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. There is no indication or evidence (including from

consultation on the application) that persons with protected characteristics as identified by the Act have or will have different needs, experiences, issues and priorities in relation to this particular planning application and there would be no significant adverse impacts as a result of the development.

RECOMMENDATION

Conditions agreed:	Not required
Recommendation:	Approve
Date:	18 September 2026
Earliest date for decision:	19 August 2026

Recommendation agreed by: (Authorised Officer)	
Date:	21.9.26

PLANNING CONSTRAINTS/STATUS

Major Development Location

Evendons Ward

Wokingham Parish