

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	252392
Site Address:	29 Woodcock Court, Three Mile Cross, Wokingham, RG7 1BZ
Expiry Date:	28 November 2025
Site Visit Date:	15 October 2025
Proposal: Householder application for the proposed garage conversion, including changes to fenestration.	

PLANNING POLICY

National Policy	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG)
Core Strategy (CS)	CP1 – Sustainable Development CP3 – General Principles for Development
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits CC07 – Parking
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List A Vision for Our Villages: Ryeish Green, Spencers Wood, Three Mile Cross

PLANNING HISTORY

Application No.	Description	Decision & Date
000243	Proposed erection of sign boards and flag poles.	Approved 27 th March 2000
960847	Proposed Application For The Erection Of 31 Dwellings Garages Estate Road Open Space And Ancillary Works	Appeal Allowed 16 th January 1997
971533	Proposed Erection Of 31 Dwellings And Garages Estate Roads Open Space And Ancillary Works (revision to approval 96/64686)	Approved 20 th July 1998

CONSULTATION RESPONSES

Internal
WBC Highways – no objection subject to conditions
External

None

REPRESENTATIONS

Parish/Town Council	Shinfield Parish Council has no comments. Submitted on behalf of the Deputy Clerk to Shinfield Parish Council.
Ward Member(s)	No comments received
Neighbours	No comments received

APPRAISAL

Site Description:

The application relates to a two storey; detached dwelling located in Three Mile Cross. The dwelling has not had any alterations since its initial construction in 1998.

The proposal seeks to convert the garage into an office with changes to fenestration which includes the implementation of a window.

Principle of Development:

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

The site is located within settlement limits and as such the development should be acceptable providing that it complies with the principles stated in the Core Strategy. Policy CP3 of the Core Strategy states that development must be appropriate in terms of its scale of activity, mass, layout, built form, height, materials and character to the area in which it is located and must be of high-quality design without detriment to the amenities of adjoining land uses and occupiers.

Character of the Area:

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

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

The site has established building lines and a consistent character, with majority of dwellings featuring garages on their front elevations.

The existing garage door would be replaced with fenestration to match the form of the existing first floor windows. This visual change to the frontage would have a negligible visual impact on the character of the street. Some properties on the street, such as No. 35, have converted their garages. Therefore, the impact on the character of the area would be acceptable.

The proposal is modest in scale and in keeping with the established character and there will be no changes to rear and side elevations. As such, the proposal is considered acceptable in terms of scale, design, and materials, and is in accordance with Policy CP3 of the Core Strategy and the Wokingham Borough Design Guide (BDG).

Neighbouring Amenity:

Overlooking:

The proposed window replaces the garage door and will face the road. As such, no concerns are raised with respect to overlooking or loss of privacy.

Loss of Light and Overbearing:

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

Highway Access and Parking Provision:

The proposal involves the conversion of the attached garage into an additional habitable room; an office, resulting in a total of seven habitable rooms within the dwelling. It should be noted that this calculation is based on the provision of incidental office space and not a commercial office. It would be necessary to impose a planning condition controlling the use of the garage.

The proposed works will not affect the existing access arrangements. Two off-street parking spaces will be retained; however, in accordance with WBC guidance and the parking calculator, one additional unallocated parking space is required, bringing the total parking provision to three spaces. This is shown on the parking plan.

As the garage space will be removed, alternative cycle storage should be provided. This can be already provided for in the rear garden and as such a condition requiring cycle storage facilities is not necessary.

Flooding and Drainage:

There are no flood risk concerns. The site is located within flood zone 1 which is suitable for development and is at a low risk of surface water flooding at the front of the site.

Landscape and Trees:

There are no anticipated impacts on existing vegetation.

Ecology:

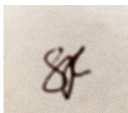
The site is located within a bat roost area however due to the garage conversion not effecting the roof of the property, a bat survey was not required.

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

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

The Public Sector Equality Duty (Equality Act 2010): In determining this application the Council is required to have due regard to its obligations under the Equality Act 2010. The key equalities protected characteristics include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. There is no indication or evidence (including from consultation on the application) that persons with protected characteristics as identified by the Act have or will have different needs, experiences, issues and priorities in relation to this particular planning application and there would be no significant adverse impacts as a result of the development.

RECOMMENDATION	
Conditions agreed:	Not required
Recommendation:	
Date:	10 November 2025
Earliest date for decision:	28 October 2025

Recommendation agreed by: (Authorised Officer)	
Date:	12.11.25

PLANNING CONSTRAINTS/STATUS

Insert where relevant