

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	251352
Site Address:	21 Swift Close, Wokingham, RG41 3SF
Expiry Date:	1 August 2025
Site Visit Date:	23 June 2025
Proposal: Householder application for the proposed garage conversion into habitable accommodation and changes to fenestration.	

PLANNING CONSTRAINTS/STATUS

Major Development Location - Wokingham
Thames Basin Heaths SPA Mitigation Zones
Ordinary Watercourses Consultation Zone
Ordinary Watercourse

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 CP8 – Thames Basin Heaths Special Protection Area CP9 – Scale and Location of Development Proposals
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

PLANNING HISTORY

Application No.	Description	Decision & Date
N/A	N/A	N/A

CONSULTATION RESPONSES

Internal

WBC Highways – No Objection

External

None Consulted

REPRESENTATIONS

Parish/Town Council	No comments received
Ward Member(s)	No comments received
Neighbours	No comments received

APPRAISAL

Site Description:

The site relates to a two storey detached dwelling in Wokingham. The application site is located on a residential cul-de-sac characterised by detached dwelling which all have similar architectural designs and external materials. Each dwelling benefits from traditional features including large driveways for multiple vehicles, front lawns and garages.

Proposal: This application seeks permission for the partial conversion of the garage measuring approx. 2.53m in width, 2.2m in length and 3.76 in maximum height along with a variety of changes to fenestration.

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:

The site is located within a residential area. The proposed partial garage conversion will create a utility room. The conversion will be 2.53 meters of the total length of the garage (5.3 meters), the remaining space will remain as garage storage. The roof formation will remain as the existing pitched roof. The internal rear door for access to the main house will remain as existing, but a new 550mm x 975mm high window will be installed on the east elevation to serve the proposed utility room, the window will be white UPVC to match existing. The garage will not change aesthetically from the front elevation, the amendments are only being made at the side, therefore, will be visually screened from the street. The garage conversion will have no significant impact on the character of the area in accordance with CP3 of the Core Strategy.

Additional changes to fenestration include the existing patio doors to be replaced with 3.9m bi-fold doors to serve the proposed dining area and kitchen. The bi-fold doors will be white powder coated aluminium. Along with this, the existing side door, which serves the kitchen, will be removed and replaced by a new 550mm x 975mm high window. Neither of these changes will have any impact on the character of the area, as they will

both be screened from the street scene in accordance with policy CP3 of the Core Strategy.

Neighbouring Amenity:

Overlooking:

The development proposes two ground floor side windows. The windows are on the ground floor and there is a distance of 3.3m between the windows and side boundary with 'Ashlea', Heron Road which will be retained. This distance exceeds the recommended side boundary distance of 1m to retain privacy (Figure 4.25 of the BDG). As a result of this, the windows do not propose any overlooking concerns.

Loss of Light:

The development does not increase the footprint of the dwelling therefore there will be no loss of light to any neighbour.

Overbearing:

As the development doesn't increase the footprint of the property, there are no concerns of overbearing.

Highway Access and Parking Provision:

While the total numbers of habitable rooms cannot be identified from the plan, the plan indicates no net increase in the numbers of habitable rooms on ground floor. A parking plan was provided by the applicant which has been reviewed by the Council's Highway's Officer.

The Officer concluded as the existing garage does not fully meet the council's requirement for car parking, there will be no loss of parking space from the garage conversion and the development will not affect the existing driveway.

It is therefore expected that there will be no additional demand for car parking and no reduction in parking provisions.

The proposed store remains suitable for cycle storage, which is acceptable.

Overall, the Highway's Officer raised no objection to the proposal.

Conclusion: Subject to conditions, this application is acceptable and therefore 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, gender reassignment, marriage and civil partnership,

pregnancy and maternity, race, religion or belief. There is no indication or evidence (including from consultation on the application) that persons with protected characteristics as identified by the Act have or will have different needs, experiences, issues and priorities in relation to this particular planning application and there would be no significant adverse impacts as a result of the development.

RECOMMENDATION	
Conditions agreed:	Not required
Recommendation:	Approve
Date:	3 July 2025
Earliest date for decision:	30 June 2025

Recommendation agreed by: (Authorised Officer)	
Date:	03/07/25