

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	252356
Site Address:	40 Shipridge Drive, Spencers Wood, Wokingham, RG7 1TL
Expiry Date:	11 February 2026
Site Visit Date:	16/01/2026
Proposal: Householder application for the proposed Conversion of detached garage into a habitable room (home office/utility room), including installation of windows/insulation and internal alterations. No extension beyond existing structure.	

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 CP6 – Managing Travel Demand CP9 – Scale and Location of Development Proposals
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC03 – Green Infrastructure, Trees and Landscaping CC04 – Sustainable Design and Construction CC07 – Parking CC09 – Development and Flood Risk CC10 – Sustainable Drainage
Joint Minerals and Waste Plan (JMWP)	DM1 - Sustainable Development DM2 - Climate Change – Mitigation and Adaptation
Wokingham Borough Local Plan Update (LPU)	SS1 – Sustainable development principles SS3 – Development within or adjacent to major and modest settlements SS4 – Development within or adjacent to minor settlements C2 – Mitigation of transport impacts and highway safety and design DH1 – Place making and quality design DH2 – Safeguarding amenity
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

PLANNING HISTORY

Application No.	Description	Decision & Date
170010	Reserved Matters application pursuant to Outline Planning Consent O/2013/0346 for 363 dwellings including internal access roads, garages, parking spaces, SuDS attenuation, open space, play areas and associated landscaping.	Approved, 26/07/2017
O/2013/034	Hybrid application with part in outline in respect of up to 900 dwellings, up to a three form entry primary school, public open space, access and landscape (means of access into the site to be considered) and part in full in respect to Suitable Alternative Natural Greenspace (SANG), following demolition of existing dwelling and ancillary buildings including greenhouses, sheds, stables and garage (214a Hyde End Road).	Approved, 22/07/2014

CONSULTATION RESPONSES

Internal

WBC Drainage – No objections.
WBC Highways – Further information requested.
WBC CIL – No comments received.

External

None consulted.

REPRESENTATIONS

Parish/Town Council	Shinfield Parish Council - Concerns over the parking provision for the house and proposed use as an additional separate dwelling.
Ward Member(s)	No comments received
Neighbours	No comments received

APPRAISAL

Site Description:

The application site relates to a two storey, detached property located in an established housing estate. The surrounding area is characterised by detached, and semi-detached properties set in discernible groupings which are distinguished by repeated house type.

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 applicant proposes the part conversion of the existing garage to create a new study, gym, and elderly room. As the existing garage door would be retained, the scheme would not alter the character of the existing dwelling with no external changes, therefore, would have an acceptable impact on the character of the area

Neighbouring Amenity:

Due to the internal nature of the proposals, there are no loss of light, overlooking or overbearing concerns.

Highway Access and Parking Provision:

No internal floor plans of the main dwelling have been submitted as part of this application and, as a result, the Council's Highways Officer has been unable to fully assess the proposal's impact on parking demand.

However, a review of the approved details associated with the original housing scheme (ref: 170010) indicates that dwellings of this scale typically comprise seven habitable rooms, including four bedrooms. On this basis, the proposal would result in the addition of a single habitable room – creating a total of eight habitable rooms. In accordance with the Council's adopted Parking Standards, a dwelling of this size would therefore be expected to provide three off-street parking spaces. A site visit undertaken by the Case Officer confirms that two off-street parking spaces are currently available within the curtilage of the dwelling.

Despite the absence of one off-street parking space, a number of on-street parking bays are available along this section of Shipridge Drive. These bays provide sufficient capacity to accommodate any limited overspill parking arising from the development, and the shortfall of one space is unlikely to generate significant parking demand on the local highway.

Other matters:

The submitted plans describe the garage as accommodating a study, gym, and elderly room, and the proposed layout includes a kitchenette, shower, and sink. This

raises some concern that the garage could potentially be used independently of the main dwelling.

However, the provision of these facilities does not automatically indicate that the building would function as a separate dwelling. The structure is modest in size, with a modest footprint of 15.12 m², and maintains a close physical and functional relationship with the main dwellinghouse and its shared amenity space. Although the existing garage door is to be retained, it cannot be opened due to the internal layout and arrangement of walls and partitions, meaning no independent access is possible.

Notwithstanding this, the creation of a self-contained unit within the front garden would not be acceptable. Therefore, in the event of any approval, a suitable condition would be imposed to ensure the outbuilding remains ancillary to the main dwellinghouse and is not used, sold, or let as a separate dwelling.

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:	Approval
Date:	16 January 2026
Earliest date for decision:	15 December 2025

Recommendation agreed by: (Authorised Officer)	<i>MC</i>
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Date:	28.01.2026
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