

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	261600
Site Address:	13 Pensford Close, Crowthorne, Wokingham, RG45 6QR
Expiry Date:	1 September 2026
Site Visit Date:	30 July 2026
Proposal: Householder application for the proposed garage conversion to habitable space with 1.8m fence.	

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 CP7 – Biodiversity CP9 – Scale and Location of Development Proposals
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits CC03 – Green Infrastructure, Trees and Landscaping CC04 – Sustainable Design and Construction CC06 – Noise CC07 – Parking CC09 – Development and Flood Risk TB23 – Biodiversity and Development
Wokingham Borough Local Plan Update (LPU)	C4 – Green and blue infrastructure and public rights of way C5 – Parking and electric vehicle charging
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List Crowthorne Village Design Statement

PLANNING HISTORY

Application No.	Description	Decision & Date
091119	Application for a certificate of lawful proposed use for the conversion of existing garage to habitable accommodation.	Refused 03/02/2010

CONSULTATION RESPONSES

Internal

WBC Highways – Request additional information to determine the required level of on-site parking. Email dated 25 August 2026 from the planning agent confirmed the total number of habitable rooms. See Highways section of this report.

External

None.

REPRESENTATIONS

Parish/Town Council	No objection, subject to a condition to ensure the development remains incidental to the host dwelling.
Ward Member(s)	No comments received.
Neighbours	No comments received.

APPRAISAL**Site Description:**

The application site consists of a detached bungalow located adjacent to the turning circle at the end of the Pensford Close cul-de-sac. The road boasts a range of property types including bungalows, two-storey detached and semi-detached properties. Properties are similar in style and appearance, although a number have benefited from alterations and extensions in a variety of forms.

Proposal:

This application seeks approval for the conversion of the existing detached garage to create additional habitable accommodation and the erection of a 1.8m high timber fence located to the front of the converted garage.

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 application site forms part of an established residential cul-de-sac characterised by a mix of detached and semi-detached bungalows and two-storey properties. Whilst the properties were originally more uniform in appearance, the character of the area has evolved over time through a variety of extensions, alterations and garage conversions. As a result, the street scene now exhibits a more varied appearance, with

examples of side extensions and garage conversions evident at nos. 8, 11 and 12 Pensford Close.

Policy CP3 of the Core Strategy requires development to be appropriate in terms of its scale, massing, layout, built form, height, materials and character, whilst maintaining a high standard of design and safeguarding the amenities of neighbouring occupiers.

Although there is a generally consistent building line along the northern side of Pensford Close, the host dwelling occupies a corner plot adjacent to the turning head and is set back slightly from neighbouring properties. The detached double garage is positioned approximately 9.5m behind the principal elevation of the dwelling and occupies the rear northern corner of the plot.

The proposal seeks to convert the existing garage into habitable accommodation. The works would retain the existing footprint, scale, height and form of the structure, with the only external alterations comprising the replacement of the garage door with a window and entrance door and the addition of a side facing set of bi-fold doors and one window to serve a WC. As no extensions or additional built form are proposed, the development would preserve the existing pattern of development within the site and would not alter the spatial relationship between the garage, host dwelling and neighbouring properties. Furthermore, the existing gaps around the structure would be retained, maintaining views through the site towards the tree-lined track to the rear.

The proposal also includes the erection of a 1.8m high timber fence to provide private amenity space for the converted accommodation. The fence would be located over 12m from the highway and would appear as a typical form of residential boundary treatment commonly found within the surrounding area. Given its setback position and domestic appearance, the fence would not appear incongruous or unduly prominent within the street scene.

Overall, having regard to the set-back position of both the host dwelling and detached garage on this corner plot, together with the absence of any increase in the scale or massing of the building, the proposal would not result in a harmful change to the character or appearance of either the host property or the wider street scene. The development is therefore considered to accord with Policy CP3 of the Core Strategy.

Neighbouring Amenity:

Overlooking:

The proposal would involve the replacement of the existing garage door with a casement window and entrance door within the front elevation of the converted garage. However, a proposed 1.8m high timber fence would be positioned approximately 1.6m in front of this elevation. As a result, the fence would effectively screen the proposed openings and prevent direct views from the converted accommodation towards neighbouring properties. The development would therefore not give rise to any harmful overlooking or loss of privacy.

The western elevation would contain a window serving a WC and bi-fold doors serving an office. These openings would be at ground-floor level and would face towards the private rear garden of the host dwelling. Given their orientation and the intervening

garden area, there would be limited opportunity for overlooking of neighbouring properties.

Furthermore, the nearest neighbouring property, no. 12 Pensford Close, is situated to the west of the application site, with its rear-facing openings positioned behind the existing host dwelling conservatory. The proposed west-facing openings would be located over 15m from the neighbouring dwelling and would not directly face habitable room windows. Consequently, the proposal would not result in any material loss of privacy or overlooking to the occupants of no. 12.

Overall, the proposal would not have an unacceptable impact on neighbouring residential amenity by reason of overlooking or loss of privacy and is therefore considered to comply with Policy CP3 of the Core Strategy and guidance set out in the BDG.

Loss of Light & Overbearing:

The proposal involves the conversion of an existing detached garage and would not result in any increase in the footprint, height, scale or massing of the building. As such, the development would utilise the existing built form and would not introduce any additional structures capable of causing material harm to neighbouring properties through overshadowing or an overbearing impact.

Whilst the proposal includes the erection of a 1.8m high timber fence along the front of the converted garage, this boundary treatment is domestic in nature and would extend only approximately 1.6m beyond the front elevation of the existing garage. Furthermore, the fence would be positioned broadly in line with the flank wall of the adjoining property and, given its limited height and extent, would not appear unduly dominant when viewed from neighbouring land.

Taking these factors into account, the proposal would not result in any material increase in enclosure, nor would it give rise to any unacceptable loss of light to neighbouring occupiers.

Having regard to the nature of the proposal, the retention of the existing built form and the relationship with surrounding residential properties, it is concluded that the development would not result in any significant harm to the living conditions of neighbouring occupiers by reason of overlooking, loss of privacy, loss of light or overbearing impact. The proposal is therefore considered to accord with Policy CP3 of the Core Strategy and the relevant guidance set out in the Borough Design Guide.

Highway Access and Parking Provision:

The existing dwelling benefits from a large area of off-street parking, including space to the front of the property, along the western side of the dwelling and on the driveway area in front of the detached garage. Whilst the proposed conversion of the garage would result in the loss of covered parking provision, ample parking would remain available within the existing curtilage.

The Local Highway Authority was consulted and raised no objection to the principle of the development. The Highway Officer also confirmed that the proposed 1.8m high

timber fence, by virtue of its set-back position from the highway, would not adversely affect visibility splays or highway safety.

To assess the adequacy of the retained parking provision, the Highway Officer requested confirmation of the total number of habitable rooms within the dwelling, as this informs the applicable parking requirement under the Council's adopted parking standards. Correspondence received from the applicant's agent dated 25 August 2026 confirms that the dwelling would contain fewer than seven habitable rooms following completion of the garage conversion. Consequently, the development would require a minimum of two off-street parking spaces.

Having regard to the extent of the existing driveway and parking areas, it is considered that sufficient off-street parking would be retained to serve the development. Accordingly, the proposal is considered to comply with Policy CP6 of the Core Strategy, Policy CC09 of the Managing Development Delivery DPD and the Council's adopted parking standards.

Conclusion:

For the reasons set out above and subject to conditions, the application is acceptable as it accords with local policy and guidance and 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:	Approve
Date:	25 August 2026
Earliest date for decision:	30 July 2026

Recommendation agreed by: (Authorised Officer)	<i>JMM</i>
Date:	26 August 2026

PLANNING CONSTRAINTS/STATUS

Modest Development Location

Public Rights o Way – Byway WOKW29

Bat Roost Habitat Suitability

Wokingham Without Ward

Wokingham Without Parish