

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	252369
Site Address:	102 Colemans Moor Road, Woodley, Wokingham, RG5 4DN
Expiry Date:	12 January 2026
Site Visit Date:	15 December 2025
Proposal: Householder application for the proposed conversion of existing double garage to habitable annexe accommodation, external steps and changes to fenestration.	

PLANNING CONSTRAINTS/STATUS

Scale and Location of Development Proposals – Major Development Location – Woodley

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 CC07 – Parking CC09 – Development and Flood Risk CC10 – Sustainable Drainage
Wokingham Borough Local Plan Update (LPU)	SS1 – Sustainable development principles SS3 – Development within or adjacent to major and modest settlements C5 – Parking and electric vehicle charging ER9 – Woodley town centre and Lower Earley district centre
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List Woodley Design Statement

PLANNING HISTORY

Application No.	Description	Decision & Date
36672	Replacement Garage	Approve

		12 th December 1990
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CONSULTATION RESPONSES

Internal

WBC Drainage – No Objection
WBC Landscape and Trees – No Objection

External

N/A

REPRESENTATIONS

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

APPRAISAL

Site Description: A semi-detached dwelling in the residential area of Woodley with a detached garage at the rear and carport at the side. The front elevation of the dwellinghouse is set back from highway and the front garden has a grassed area and driveway approx. 23m in length.

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.

Proposal: Conversion of existing double garage to habitable annexe accommodation, additional external staircase and changes to fenestration. The annex will contain a living room, kitchen, bedroom and bathroom. The garage measures 5.7m in width, 7.3m in length and 4.3m in height to the top of the pitch roof. It will have steps up the bifold doors on the rear elevation measuring 1.4m in depth and 0.6m in height. The garage door will be replaced with a single door and a window on the front elevation. The single door on the eastern elevation will be replaced with a small window.

Character of the Area: Core Strategy Policy CP3 states that planning permission will be granted for proposals that are of an appropriate scale of activity, mass, layout,

built form, height, materials and character, together with a high quality of design without detriment to the amenities of adjoining land users, including open spaces or occupiers and their quality of life. Policy CP1 of the Core Strategy requires developments to maintain or enhance the high quality of the environment.

In this case, the immediate street scene is a mix of detached and semi-detached houses of varying designs and ages. The proposed annex would be set well back from the building line and would not impact the rhythm of buildings and gaps between them along the street frontages. The footprint and height would be the same as existing. The only difference when viewed from the public realm would be a window and door at the front, instead of a garage door.

Therefore, the proposal would not cause harm to the character of the area.

Overall, the proposal would comply with Policy CP1 and CP3 in relation to character of the area.

Neighbouring Amenity: Core Strategy Policy CP3 states that development proposals should not result in a detriment to the amenities of adjoining land users including open spaces or occupiers and their quality of life.

Overlooking: The front side boundary with no. 104 Colemans Moor Road is a low brick wall and the small side window at no. 104 faces the door onto the side elevation of the application site. However, the window at the front of the proposed annex would only have oblique views of the side window and there would not be a significant increase in overlooking. At the rear of the annex, the patio doors would not overlook neighbouring habitable rooms at no's 100 and 104 Colemans Moor Road. It would have oblique views of the far end of the neighbouring garden at 104. Therefore, there would not be a significant increase in overlooking to neighbouring habitable rooms.

Loss of Light: There would be no additional loss of light to neighbour amenity because of the proposal.

Overbearing: The proposal would not have an overbearing impact when viewed from neighbouring properties.

Overall, the proposal would comply with Policy CP3 in relation to neighbour amenity.

Highway Access and Parking Provision:

The conversion of the double garage to an annex will result in the loss of 2 no. parking spaces and will provide 2no. additional habitable rooms. The number of existing habitable rooms in the main dwelling house is not shown on the submitted plans. Nevertheless, the driveway can provide at least 3 or more spaces measuring 5m in length by 2.5m in width. Therefore, the site will still meet WBC's adopted parking standards after development (Appendix 2 MDD Local Plan) for a 4 or more-bedroom dwelling. Furthermore, were the application to be approved, a condition will be added that the outbuilding is ancillary accommodation to the main dwellinghouse and the dwelling shall remain in use as a single dwellinghouse and not be used, sold or sub-let as separate dwellings.

Flooding and Drainage: The Flooding and Drainage Officer raises no objection and has commented: *“Having reviewed the submitted information, the proposal is for the conversion of an existing building with no increase in the footprint or creation of additional hardstanding areas. As such, the development is not expected to increase surface water runoff or pose a greater risk of flooding to the site or surrounding area.*

The site appears to be located within a designated flood risk zone 1.

Recommendation:

The Lead Local Flood Authority (LLFA) has no objection to the proposed development,

subject to the following advisory comments:

- Any surface water drainage connections serving the existing structure should be retained or appropriately redirected to ensure that runoff is managed within the site boundary.*
- Any alterations to external ground levels should avoid creating new flow paths toward buildings or neighbouring properties.”*

Officer comment: The proposal is of limited scale and would not increase the footprint of the existing outbuilding, or the area of hardstanding. Therefore, it would not be reasonable to add a drainage condition were this householder application to be approved.

Landscape and Trees: The Tree and Landscape Officer raises no objection to the proposal.

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:	Yes
Recommendation:	Approved
Date:	5 January 2026
Earliest date for	21 November 2025

decision:	
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Recommendation agreed by: (Authorised Officer)	
Date:	06/01/26