APPLICATION NO:
**F/2002/8266**

LOCATION:
**Thirlstone House 16 Shute End, Wokingham.**

APPLICANT:
**Thirlstone Homes C/O Barton Willmore Partnership**

PROPOSAL:
**Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site.**

EARLIEST DATE FOR DECISION: **27/02/2003**

**APPLICATION WILL HAVE EXPIRED ON: 25/03/2003**

APPROVED

CASE OFFICER: **Emy Circuit**

See F/2004/3/81 for conditions

Members

# WOKINGHAM DISTRICT COUNCIL

## TOWN AND COUNTRY PLANNING ACTS

### Notification of Approval of Permission

**Thirlstone Homes**
**C/O Barton Willmore Partnership**
**Beansheaf Farmhouse**
**Bourne Close**
**Calcot**
**Reading**
**Berkshire**
**RG31 7BW**

**Application Number: F/2002/8266**

| | |
|---|---|
| **Parish:** | **WOKINGHAM** |
| **Location:** | **Thirlstone House, 16 Shute End, Wokingham.** |
| **Proposal:** | **Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.** |

The Wokingham District Council in pursuance of their powers under the above Acts and Regulations hereby **Approve Permission** for carrying out the above development in accordance with the application and the accompanying plans submitted to the Council subject to compliance with the following conditions, the reasons for which are specified hereunder.

**Conditions**

1. The development hereby permitted shall be begun before the expiration of five years from the date of this permission.

2. Before the building operations hereby permitted are commenced, samples and details of the proposed external materials shall be submitted to and approved in writing by the Local Planning Authority and no external materials shall be used other than those approved.

3. Notwithstanding the provisions of the Town and Country Planning, (General Permitted Development) Order 1995 (or any Order revoking and re-enacting that Order with or without modification) no additional windows or similar openings shall be constructed in the east elevation of the dwellings adjoining 14 Shute End except for any which may be shown on the approved drawing(s).

4. The WC and bathroom windows in the development hereby permitted shall not at any time be glazed other than with obscured glass.

5. Provision shall be made for services, including cable TV pre-ducting, to be placed underground. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking and re-enacting that Order with or without modification) no overhead wire cables or other form of overhead servicing shall be placed over or used in the development of the application site or subsequently.

6. Works related to the construction of the development hereby granted, including works of demolition or preparation prior to building operations, shall not take place other than between the hours of 8 am and 7 pm Monday to Friday and 8 am to 1.30 pm Saturdays and at no time on Sundays or Bank or National Holidays.

7. The proposed extension shall be built to the ground levels and heights as shown on the approved drawings.

8. No part of any dwelling hereby permitted shall be occupied or used until the vehicle parking and turning space herein approved has been provided. The vehicle parking and turning space shall be permanently maintained and used for no other purposes.

9. No building shall be occupied until space for parking bicycles has been provided in accordance with the approved drawings.

10. No development shall take place until there has been submitted to and approved in writing by the Local Planning Authority a scheme of hard and soft landscaping, which shall include indications of all existing trees and hedgerows on the land, and details of any to be retained, together with measures for their protection in the course of development; the approved landscaping scheme (with the exception of planting, seeding and turfing) shall be implemented prior to the occupation of any of the building(s) hereby approved and retained.

11. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development, whichever is the sooner; and any trees or plants which within a period of 5 years from the completion of the landscaping die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

12. No development shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

13. Detailed drawings and/or samples of materials, as appropriate, in respect of the new external joinery, including full sized moulding profiles, shall be submitted to and approved in writing by the Local Planning Authority before the relevant part of the work is begun and the work shall not be carried out other than in accordance with the approved drawings and samples.

14. Detailed drawings and/or samples of materials, as appropriate, in respect of the external stairs, balustrades and gates, shall be submitted to and approved in writing by the Local Planning Authority before the relevant part of the work is begun and the work shall not be carried out other than in accordance with the approved drawings and samples.

**Reasons**

1. In pursuance of Section 91(1) of the Town and Country Planning Act 1990.

2. To ensure that the external appearance of the building is satisfactory.

3. To safeguard the amenities of the occupiers of neighbouring properties.

4. To safeguard the residential amenities of the occupiers of neighbouring properties.

5. To safeguard visual amenities.

6. To protect the occupiers of neighbouring properties from noise and disturbance outside the permitted hours during the construction period.

7. To ensure that the proposed development is built to the heights relative to original and adjoining properties as shown on the approved drawings in the interests of the character of the listed building and visual amenity.

8. To ensure a satisfactory form of development and to avoid adverse impact on the public highway in the interests of highway safety.

9. In order to ensure bicycle parking facilities are provided and encourage use of sustainable modes of travel.

10. In the interests of visual amenity.

11. In the interests of visual amenity.

12. To safeguard any archaeological remains on the site.

13. In order to safeguard the special architectural or historic interest of the building.

14. In order to safeguard the special architectural or historic interest of the building.

**Informatives**

1. This decision relates to Drawing Nos TO 240 P1 C, P2 B, P3B, P4B, P5A, P6A, P7A, P8, P9, P10, P11, P12 A, P13 and P14.

2. You are advised, in compliance with The Town & Country Planning (General Development Procedure) (England) (Amendment) Order 2000, that the following policies and/or proposals in the development plan are relevant to this decision:

Berkshire Structure Plan Policies OS1, LD1, LD3, LD5, LD6, EN1, EN2, EN3, EN4, EN5, EN6, H4, H5, H6, H7, H9, H10, T3, T6 and T7.

South East Area Local Plan Policies STV1, SH1, SH4, SH7, SH8, SBE1, SBE2, SBE3, SBE5, SBE6, SBE8, SBE9, SBE12, SBE14, SBE15, SBE16, SBE17, SBE19, SBE20, SBE21, SBE22, SR2, ST3, ST5, ST9, SPS1 and SPS4.

Deposit Draft Wokingham District Local Plan (as further modified) Policies WOS1, WOS2, WOS3, WOS4, WOS6, WOS7, WBE1, WBE10, WBE11, WBE12, WHE3, WHE4, WHE10, WHE11, WHE12, WHE13, WHE15, WHE16A, WHE16B, WH1A, WH3, WH3A, WH4, WH6, WH6A, WH7, WR7, WT6, WT7, WIC2, WIC12C, WIC15, WIC16 and WIC17.

3. Reference should be made to the legal agreement under Section 106 of the Town and Country Planning Act 1990 the contents of which relate to this permission.

4. The applicant is reminded that a Demolition Notice may be required to be served on the Council in accordance with current Building Regulations and it is recommended that the Building Control Section of the Planning Department be contacted for further advice.

5. The applicant is reminded that this consent relates to planning permission only and does not constitute approval under any other legislation including Listed Building and Building Regulations. An application for listed building consent is under consideration. To obtain advice on current Building Regulations the applicant should contact the Building Control Section of the District Council's Planning Department.

6. The applicant is advised that any additional hard surfacing proposed in relation to the landscaping details to comply with Condition 10 and any replacement of existing hard surfaces will be expected to maximise opportunities for use of permeable surfacing materials, whilst having regard to the setting of the listed building.

T. G Watson

Trevor Watson
Development Control Manager
Date: 21/01/2004

**If this notice grants permission to proceed with the proposal the applicant is reminded that it relates to planning permission only and does not constitute approval under any other legislation including Building Regulations.**

Tel. 0118 974 6479 (Direct Line)
E-mail: Emy.Circuit@wokingham.gov.uk
Date. 22 September, 2004
My ref. BC/DC/F/2002/8266
Your ref.

Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Fax: (0118) 974 6484
Minicom No: (0118) 977 8909
DX: 33506 – Wokingham

Thirlstone Homes
C/o Barton Willmore Partnership
Beansheaf Farmhouse
Bourne Close
Calcot
READING
Berkshire RG31 7BW

Dear Sirs

**PLANNING PERMISSION F/2002/8266**
**SITE: THIRLSTONE HOUSE, 16 SHUTE END, WOKINGHAM**

I note that you have submitted an application for Building Regulations approval.

I would like to take this opportunity to remind you that Planning Permission Number F/2002/8266 has condition(s) attached to it. Some of these condition(s) may require approval prior to work commencing on site.

The Council considers that it is important that planning conditions are fully complied with to ensure that development proceeds in the manner it was intended. Consequently, I must point out that failure to comply with the condition(s) could result in a Breach of Condition Notice being served. If the Notice is not complied with your client could be liable to a £1,000 fine.

Any work carried out prior to these conditions being formally discharged is undertaken at your own risk and expense.

If you have already complied with these conditions, please disregard this letter.

If you have any queries regarding this matter please do not hesitate to contact me on the above telephone number.

Yours faithfully

EMY CIRCUIT
SENIOR PLANNING OFFICER

Tel: (0118) 974 6479 (Direct Line)
Email: emy.circuit@wokingham.gov.uk
Fax: (0118) 974 6484
Date: 3 December 2004
My ref: EXC/F/2002/8266 and LB2002/8267
Your ref:
File ref: 16 Shute End/minor amendment to unit 9

Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 - Wokingham

S J Springer
44 Netley Street
Farnborough
GU14 6AQ

Dear Mr Springer,

**PROPOSED MINOR AMENDMENTS TO UNIT 9 AT 16 SHUTE END, WOKINGHAM - PLANNING PERMISSION F/2002/8266 AND LB/2002/8267**

I write in response to your letters of 11 October and 11 November 2004 regarding proposed minor amendments to unit 9 of the above scheme (this would become unit 10 under the revised application currently under consideration).

The proposed revisions to the internal layout are shown on drawing No SJS/204/24/1R, received on 13 October, which was subsequently revised to shown additional details of the staircase – I have added revision 'A' to the drawing reference number to differentiate it from the superseded drawing. It is also proposed to add glazing bars to the doors in the east elevation of this unit and I will refer to this drawing as *'plot 9 elevations'.*

The amendments to the internal layout of unit 9, together with the details of the proposed staircase shown on drawing No SJS/204/24/1R/A, received on 12 November 2004, and the addition of glazing bars to the external doors are acceptable as minor amendments to planning permission F/2002/8266. With regard to listed building consent LB/2002/8267, the amendments are acceptable in principle but additional details are required: please can you provide a copy of the staircase manufacturers construction drawing and details of how the glazing bars are to be introduced to the doors. I understand that the Conservation Officer, Harold Sanders discussed this matter of the glazing bars with your client when they met on site earlier this week.

I look forward to receiving the additional information in relation to the listed building application. In the meantime, if you have any further queries, I can be contacted on (0118) 974 6479.

Yours sincerely,

Emy Circuit

Senior Planning Officer, Development Control

25 OCT 2004

Date: 22 October 2004

To: Harold Sanders – Urban Design & Conservation Officer

---

We have received Minor Amendments for the following planning application:

Application Number: F/2002/8266

Location: 16 Shute End, Wokingham, .

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: EMY CIRCUIT

---

The new plans show the following: Changes to internal layout of plot 9 and addition of glazing bars to external doors. Drawing no: SJS/204/24/1R & plot 9 elevations.

---

**Comments are required by 01/11/2004.**

**Should you have any queries regarding this application please contact the case officer EMY CIRCUIT on 0118 974 6479.**

INTERNAL LAYOUT - NOT A PLANNING ISSUE?
EXTERNAL DOORS – PRINCIPLE ACCEPTABLE TO ME BUT AT THE MAJORITY OF DOORS ARE DIFFERENT SCHEDULE OR PHOTOGRAPHS REQUIRED TO AGREE GLAZING DETAILS. – SEE L.B. COMMENTS

Harold Sanders
04.11.04

Date: 22 October 2004

To: Case Officer

---

We have received Minor Amendments for the following planning application:

Application Number: F/2002/8266

Location: 16 Shute End, Wokingham, .

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: EMY CIRCUIT

---

The new plans show the following: Changes to internal layout of plot 9 and addition of glazing bars to external doors. Drawing no: SJS/204/24/1R & plot 9 elevations.

---

**Comments are required by 01/11/2004.**

**Should you have any queries regarding this application please contact the case officer EMY CIRCUIT on 0118 974 6479.**

(RING ONE)

REVISED PLANS | ADDITIONAL PLANS | MINOR AMENDMENTS | DETAILS TO COMPLY WITH CONDITIONS

App. No. F/2002/8266 Date Rec. 13 October 2004

Location: 16 Shute End

Parish: Wokingham

Applicant:

What do the new plans/details show? - give details of any changes

changes to internal layout of plot 9 and addition of glazing bars to external doors

Drawing No's: SJS/204/24/1R & plot 9 Elevations

## CONSULTEES

Copies of plans will automatically be sent to Woodley Library, Part 1 Reg., Parish Council, Ward Councillors and the Case Officer unless specified.

Please tick which of the following you wish consulted.

| | |
|---|---|
| Landscape & Trees | |
| Urb. Design & Conservation | ✓ |
| Highways | |
| Dinton Pastures | |
| Environmental Health | |

OTHER INTERNAL / EXTERNAL CONSULTEES
(EXCLUDING NEIGHBOURS)

A full set of plans will be sent to all consultees unless particular drawings No's are specified in the spaces above.

NEIGHBOURS:

Date for Responses 10 days

## FURTHER ACTION

Re-advertise App. Y (N) (Delete as required)

Redate Application Y (N) From:

New Site Notice Y (N)

Revised Proposal Description:

CASE OFFICER Exc 20/10

Consultations Sent by Admin. on 22-10-PS.

Yellow - Case Officer Copy
Green - Part One Copy

1970/0504

(RING ONE)

REVISED PLANS | ADDITIONAL PLANS | MINOR AMENDMENTS | DETAILS TO COMPLY WITH CONDITIONS

App. No. F/2002/8206 Date Rec. 13 October 2004

Location: 16 Shute End

Parish: Wokingham

Applicant:

What do the new plans/details show? - give details of any changes

changes to internal layout of plot 9 and addition of glazing bars to external doors

Drawing No's: SJS/204/24/1R & plot 9 Elevations

## CONSULTEES

Copies of plans will automatically be sent to Woodley Library, Part 1 Reg., Parish Council, Ward Councillors and the Case Officer unless specified.

Please tick which of the following you wish consulted.

| | |
|---|---|
| Landscape & Trees | |
| Urb. Design & Conservation | ✓ |
| Highways | |
| Dinton Pastures | |
| Environmental Health | |

OTHER INTERNAL / EXTERNAL CONSULTEES (EXCLUDING NEIGHBOURS)

A full set of plans will be sent to all consultees unless particular drawings No's are specified in the spaces above.

NEIGHBOURS:

Date for Responses 10 days

## FURTHER ACTION

Re-advertise App. Y /(N) (Delete as required)

Redate Application Y /(N) From:

New Site Notice Y /(N)

Revised Proposal Description:

CASE OFFICER EXC 20/10

Consultations Sent by Admin. on 22.10.P5.

Yellow - Case Officer Copy
Green - Part One Copy

MINOR AMENDMENTS

B - 8266

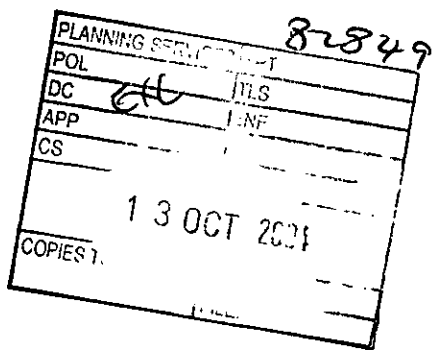
C - 8267

# S. J. SPRINGER

## ARCHITECTURAL & BUILDING DESIGN

Wokingham District Council,
Building Control,
Civic Offices,
Wokingham,
Berkshire.
RG40 1BN

44 Netley Street,
Farnborough,
Hampshire.
GU14 6AQ




11 October, 2004

Ref : Proposed change of use [B1a] office to [C3 ] residential to create 10 dwellings at Thirlstone House 16 Shute end Wokingham F / 2002 / 8266 and Listed consent LB / 2002 / 8267

Dear Mrs Circuit,

Further to our recent meeting at the Council Offices please find enclosed copies of the amended layouts for plot 9 together with revised elevations showing glazing bars to the existing doors. Please could you forward a copy to Mr Sarnders for his comments as my client wishes to proceed with plots 9 & 10 as soon as possible.

Should you require any further information please do not hesitate to contact me.

Yours sincerely

S. J. SPRINGER

Telephone / Fax 01252 541760

R 23/8.

09 AUG 2004

Date: 06 August 2004

To: Conservation Architect - Harold Saunders

---

We have received Details to comply with Conditions. for the following planning application:

Application Number: F/2002/8266

Location: 16 Shute End, Wokingham, , .

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: EMY CIRCUIT

---

The new plans show the following: Joinery details to comply with condition 13.

---

**Comments are required by 16/08/2004.**

**Should you have any queries regarding this application please contact the case officer EMY CIRCUIT on 0118 974 6479.**

REVISED INFORMATION TO BE FORWARDED AS AGREED. 04. OCTOBER. 04 AT MEETING WITH STEVE SPRINGER + PAUL EDWARDS.

Harold

Date: 06 August 2004

To: Case Officer - EXC

---

We have received Details to comply with Conditions. for the following planning application:

Application Number: F/2002/826[illegible] .

Location: 16 Shute End, Wokingham, , .

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: EMY CIRCUIT

---

The new plans show the following: Joinery details to comply with condition 13.

---

**Comments are required by 16/08/2004.**

**Should you have any queries regarding this application please contact the case officer EMY CIRCUIT on 0118 974 6479.**

(RING ONE)

REVISED PLANS | ADDITIONAL PLANS | MINOR AMENDMENTS | DETAILS TO COMPLY WITH CONDITIONS

App. No. F/2004/82666 Date Rec. 4 August 2004

Location: 16 Shute End

Parish: Wokingham

Applicant:

Description of attached plans: Joinery details to comply with condition 13

Drawing No's:

## CONSULTEES

Copies of plans will automatically be sent to Woodley Library, Part 1 Reg., Parish Council, Ward Councillors and the Case Officer unless specified.

Please tick which of the following you wish consulted.

| | |
|---|---|
| Landscape & Trees | |
| Urb. Design & Conservation | ✓ |
| Highways | |
| Dinton Pastures | |
| Environmental Health | / |

OTHER INTERNAL / EXTERNAL CONSULTEES (EXCLUDING NEIGHBOURS)

A full set of plans will be sent to all consultees unless particular drawings No's are specified in the spaces above.

NEIGHBOURS:

Date for Responses 10 days 16/8

## FURTHER ACTION

Re-advertise App. Y / (N) (Delete as required)

Redate Application Y / (N) From:

New Site Notice Y / (N)

Revised Proposal Description:

CASE OFFICER EXL

Consultations Sent by Admin. on 6/8 SR

Yellow - Case Officer Copy
Green - Part One Copy

1970/0102

(RING ONE)

REVISED PLANS / ADDITIONAL PLANS / MINOR AMENDMENTS / **DETAILS TO COMPLY WITH CONDITIONS**

App. No. F/2004/82666 Date Rec. 4 August 2004

Location: 16 Shute End

Parish: Wokingham

Applicant:

Description of attached plans: Joinery details to comply with condition 13

Drawing No's:

## CONSULTEES

**Copies of plans will automatically be sent to Woodley Library, Part 1 Reg., Parish Council, Ward Councillors and the Case Officer unless specified.**

**Please tick which of the following you wish consulted.**

| | |
|---|---|
| Landscape & Trees | ☐ |
| Urb. Design & Conservation | ☑ |
| Highways | ☐ |
| Dinton Pastures | ☐ |
| Environmental Health | ☐ |

**OTHER INTERNAL / EXTERNAL CONSULTEES (EXCLUDING NEIGHBOURS)**

**A full set of plans will be sent to all consultees unless particular drawings No's are specified in the spaces above.**

NEIGHBOURS:

Date for Responses 10 days 16/8

## FURTHER ACTION

Re-advertise App. Y / (N) (Delete as required)

Redate Application Y / (N) From:

New Site Notice Y (N)

Revised Proposal Description:

CASE OFFICER EXL

Consultations Sent by Admin. on 6/8 SR

Yellow - Case Officer Copy
Green - Part One Copy

PLANS TO MEET CONDITIONS

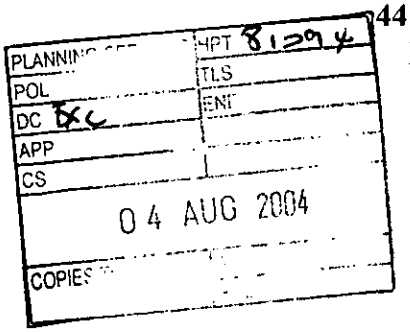
# S. J. SPRINGER

ARCHITECTURAL & BUILDING DESIGN

--8266

44 Netley Street,
Farnborough,
Hampshire.
GU14 6AQ

Wokingham District Council,
Planning Department,
Civic Offices,
Wokingham,
Berkshire.
RG40 1BN




2 August, 2004

Ref : Proposed change of use [B1a] office to [C3 ] residential to create 10 dwellings at Thirlstone House 16 Shute end Wokingham F / 2002 / 8266 and Listed consent LB / 2002 / 8267

Dear Sir or Madame,

Further to our recent discussion with Mr Sarnders your listed buildings officer I enclose copies of the proposed layouts for the conversion of the main building and out buildings [old stables]. I have also enclosed a copy of the sketches provided by the window manufacturer indicating a sliding sash box window and a casement sash type , I will provide full scaled drawings of the sections as soon as you have made a decision on the appropriate window. I can confirm that these will be constructed in timber and painted white to match the existing.

With regard to the existing construction of the main building and the appropriate upgrading of the floors and walls to comply with Approved Document E of The Building Regulations I have enclosed a copy of the report provided by our Acoustic Design Consultants. It is our intention not to disturb the existing lath and plaster ceilings on each of the floor levels so an appropriate floating floor system will be constructed. For the construction to be effective the existing 225 x 25 mm close edge boarding will have to be removed. From inspection on site many areas of the original flooring have already been removed and replaced with either hard wood block or 12.5 mm plywood. A decision by yourselves to say if we can remove the boards will be required before the final floor detail can be confirmed.

The internal walls to the basement and ground floor are constructed in brickwork with the walls to the first and second floor in timber stud and lath and plaster. These walls are to remain with new metal stud and plasterboard walls constructed in front of them to form the separating walls between flats. It is our intention not to remove the existing skirtings and plaster covings but they will remain hidden behind the new partitions.

Telephone / Fax 01252 541760

**I am quite happy to have site meetings with yourselves to discuss the proposed and existing construction as I fully understand the need not to destroy the character of the building.**

**Should you require any further information please do not hesitate to contact me.**

**Yours sincerely**

**S. J. SPRINGER**
Steve

away for 2wks from Wed 11 Aug.
Details to comply with conditions.

Telephone / Fax 01252 541760

# MEMO

WOKINGHAM DISTRICT COUNCIL

## LEGAL AND DEMOCRATIC SERVICES

| | |
|---|---|
| PLANNING SERVICES | HPT |
| POL | [illegible] |
| DC | EN |
| APP | |
| CS | |
| 11 FEB 2004 | |
| COPIES TO | [illegible] |
| | FILE: |

**To:** **Emy Circuit, Senior Planning Officer**

**From:** **Colin Lawley, Principal Solicitor**
**Tel:** **6524**
**Date:** **10.2.04**
**Subject:** **SECTION 106 AGREEMENT**
**BERKELEY COMMERCIAL INVESTMENTS LIMITED, THIRLSTONE HOUSE, 16 SHUTE END, WOKINGHAM**
**PLANNING APPLICATION NO. F/2003/8266**

Attached for your information is a copy of a completed Section 106 Agreement.

Please do not hesitate to contact me if you have any questions.

Colin Lawley

Enc.

DATED 19TH JANUARY 2004

WOKINGHAM DISTRICT COUNCIL

and

BERKELEY COMMERCIAL INVESTMENTS LIMITED

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# AGREEMENT

relating to the development of
land at Thirlstone House,
16 Shute End, Wokingham

---

Susanne Nelson-Wehrmeyer
Solicitor
Wokingham District Council
PO Box 151
Shute End
Wokingham
Berkshire RG40 1WH

THIS DEED is made on 19TH JANUARY 2004

BETWEEN

1. WOKINGHAM DISTRICT COUNCIL of Council Offices Shute End Wokingham Berkshire RG40 1WW ("the Council")
2. BERKELEY COMMERCIAL INVESTMENTS LIMITED of Berkeley House, 19 Portsmouth Road, Cobham Surrey KT11 1JG

WHEREAS

A. 1. The Council is the local planning authority for the purpose of the Act for the District of Wokingham in which the Application Site as hereinafter defined is situated

2. The Council is the local highway authority for the purposes of the Highways Act 1980 for the District of Wokingham in which the Application Site is situated

3. Full planning permission has been applied for to develop the Application Site in the manner set out in the Planning Application and in the plans specifications and particulars deposited with the Council

4. The Owner is the freehold owner of the Application Site

5. The Council resolved on 1st October 2003 that subject to this Agreement being entered into Planning Permission should be granted for development of the Application Site by change of use from B1(a) office to C3 residential to create ten dwellings (five flats and five houses) with associated parking partial demolition and rebuilding of rear extension and new pedestrian access gate

6. The Owner is therefore entering into this Agreement for the purpose of ensuring that the Council can regulate the proper development of the Application Site and to secure financial contributions towards improvements and in recreation and open space facilities in Wokingham and local community facilities

7. This Agreement is entered into pursuant to the provisions of s106 of the Town and Country Planning Act 1990 and Section 111 of the Local Government Act 1972 (as amended) whereby the Council is empowered to enter into agreements for various purposes in

connection with the development of land and otherwise as more particularly set out in those provisions

8. References to the parties named in this Agreement include their successors in title and assigns and in the case of the Council and shall include any successor in function

NOW THIS DEED WITNESSES as follows:

B. Definitions and Interpretation

1. In this agreement the following words and expressions shall where the context so requires or admits have the following meanings:-
2. The "Act" means the Town and Country Planning Act 1990
3. The "Application Site" means all that land known as 16 Shute End Wokingham and shown for identification purposes only edged red on the Plan
4. "Commencement of Development" means the carrying out on the Application Site of a material operation pursuant to the Planning Permission as defined in Section 56(4) of the Act save that for the purpose of determining whether or not a material operation has been carried out there should be disregarded such operations as marking out surveying ground investigations archaeological investigations demolition site clearance site preparation and "commence" and "commencement" shall be construed accordingly
5. the "Development" means change of use from B1(a) office to C3 residential to create ten dwellings (five flats and five houses) with associated parking partial demolition and rebuilding of rear extension and new pedestrian access gate pursuant to the Planning Permission on the Application Site and includes any development permitted by the Planning Permission
6. the "Dwelling" means any dwellinghouse erected pursuant to the Planning Permission including garden garage driveway and/or parking spaces
7. The Community Facilities Contribution shall mean the sum of £6,000 index linked



8. The "Off-site Leisure Contribution" shall mean the sum of £4000 index linked
9. "the Plan" means the plan annexed to this Agreement
10. the "Planning Application" means the planning application for the Development
11. "Planning Permission" means the planning permission granted pursuant to the Planning Application with reference number F2003/8266
12. references in this agreement to a sum of money being index-linked shall mean that the sum of money shall be increased by the percentage by which the Index of Retail Prices (all items) published by the Central Statistical Office has increased between the date of this agreement and the date the sum is paid PROVIDED that in the event of any change after the date hereof in the reference base used to compile the said Index the figure taken to be shown in the said Index after such change shall be the figure which would have been shown in the said Index if the reference base current at the date hereof had been retained

C. Statutory Provisions

1. This agreement is made under Section 106 of the Act
2. The covenants by the Owner as the freehold owner of the Application Site in this Agreement which constitute planning obligations for the purposes of Section 106 of the Act shall be enforceable by the Council as the local planning authority in accordance with the provisions of Section 106 against the Owner and any person deriving title from the Owner
3. The obligations on the part of the Owner shall bind the Application Site and every part thereof provided that it is hereby agreed that no such person shall be bound hereunder insofar as his interest is solely in a Dwelling and not in any other part of the Application Site
4. No party shall be liable for breach of covenant or obligation contained in this Agreement after the party has parted with all the party's interest in the Application Site or the part in respect of which such

breach occurs but without prejudice to liability for any subsisting breach of covenant or obligation arising prior to that party parting with such interest

5. No person who is not a party to this deed ("third party") has or shall have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term under this agreement and no consent of any third party shall be required under that Act to any cancellation or variations of this deed

6. In the event that

   (i) the Planning Permission shall expire before Commencement of Development or at any time shall be revoked or

   (ii) the planning obligations referred to in this Agreement are satisfied

   this Agreement shall be deemed to be discharged and have no further effect

7. This Deed shall be registered as a local land charge in the Register of Local Land Charges maintained by the Council

D. Commencement of Development

1. The Owner covenants that it will serve written notice on the Council to inform them of the date of Commencement of Development within 7 days of that date

E. The Off-Site Leisure Contribution

1. The Owner covenants with the Council to pay to the Council on or before Commencement of Development the Off-Site Leisure Contribution

2. The Council shall apply the Off-Site Leisure Contribution towards improvements in recreation and open space facilities and in the event that the Off Site Leisure Contribution is not so applied within 5 years of receipt by the Council the Council shall repay the Off Site Leisure Contribution to the Owner

F. The Community Facilities Contribution

1. The Owner covenants with the Council to pay to the Council on or before Commencement of the Development the Community Facilities Contribution
2. The Council shall apply the Community Facilities Contributions towards local community facilities and in the event that the Community Facilities Contribution is not so applied within 5 years of receipt by the Council the Council shall repay the Community Facilities Contribution to the Owner

G. Council's Legal Expenses

1. The Owner covenants with the Council to pay the Council's reasonable legal expenses incurred in the preparation hereof on or before the date hereof

IN WITNESS whereof the Council and the Owner have caused their Common Seals to be hereunto affixed to this deed the day and year first before written

THE COMMON SEAL OF
BERKELEY COMMERCIAL
INVESTMENTS LIMITED
was hereunto affixed in the presence of:-

Director

~~Secretary~~
Director

THE COMMON SEAL OF
WOKINGHAM DISTRICT COUNCIL
was hereunto affixed in the presence of:-

Solicitor

**Emy Circuit**

**From:** Colin Lawley
**Sent:** 19 January 2004 15:26
**To:** Emy Circuit
**Cc:** Ian Jordan
**Subject:** 16 Shute End Wokingham; Sec 106; F/2002/8266

Emy
The developers have completed the section 106 which I am dating 19th January.
I should be grateful if you would please issue the planning consent asap.
Many Thanks
Colin

# WOKINGHAM DISTRICT COUNCIL

## TOWN AND COUNTRY PLANNING ACTS

### Notification of Approval of Permission

**Thirlstone Homes**
**C/O Barton Willmore Partnership**
**Beansheaf Farmhouse**
**Bourne Close**
**Calcot**
**Reading**
**Berkshire**
**RG31 7BW**

**Application Number: F/2002/8266**

**Parish:** **WOKINGHAM**

**Location:** **Thirlstone House, 16 Shute End, Wokingham.**

**Proposal:** **Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.**

The Wokingham District Council in pursuance of their powers under the above Acts and Regulations hereby **Approve Permission** for carrying out the above development in accordance with the application and the accompanying plans submitted to the Council subject to compliance with the following conditions, the reasons for which are specified hereunder.

**Conditions**

1. The development hereby permitted shall be begun before the expiration of five years from the date of this permission.

2. Before the building operations hereby permitted are commenced, samples and details of the proposed external materials shall be submitted to and approved in writing by the Local Planning Authority and no external materials shall be used other than those approved.

3. Notwithstanding the provisions of the Town and Country Planning, (General Permitted Development) Order 1995 (or any Order revoking and re-enacting that Order with or without modification) no additional windows or similar openings shall be constructed in the east elevation of the dwellings adjoining 14 Shute End except for any which may be shown on the approved drawing(s).

4. The WC and bathroom windows in the development hereby permitted shall not at any time be glazed other than with obscured glass.

5. Provision shall be made for services, including cable TV pre-ducting, to be placed underground. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking and re-enacting that Order with or without modification) no overhead wire cables or other form of overhead servicing shall be placed over or used in the development of the application site or subsequently.

6. Works related to the construction of the development hereby granted, including works of demolition or preparation prior to building operations, shall not take place other than between the hours of 8 am and 7 pm Monday to Friday and 8 am to 1.30 pm Saturdays and at no time on Sundays or Bank or National Holidays.

7. The proposed extension shall be built to the ground levels and heights as shown on the approved drawings.

8. No part of any dwelling hereby permitted shall be occupied or used until the vehicle parking and turning space herein approved has been provided. The vehicle parking and turning space shall be permanently maintained and used for no other purposes.

9. No building shall be occupied until space for parking bicycles has been provided in accordance with the approved drawings.

10. No development shall take place until there has been submitted to and approved in writing by the Local Planning Authority a scheme of hard and soft landscaping, which shall include indications of all existing trees and hedgerows on the land, and details of any to be retained, together with measures for their protection in the course of development; the approved landscaping scheme (with the exception of planting, seeding and turfing) shall be implemented prior to the occupation of any of the building(s) hereby approved and retained.

11. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development, whichever is the sooner; and any trees or plants which within a period of 5 years from the completion of the landscaping die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

12. No development shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

13. Detailed drawings and/or samples of materials, as appropriate, in respect of the new external joinery, including full sized moulding profiles, shall be submitted to and approved in writing by the Local Planning Authority before the relevant part of the work is begun and the work shall not be carried out other than in accordance with the approved drawings and samples.

14. Detailed drawings and/or samples of materials, as appropriate, in respect of the external stairs, balustrades and gates, shall be submitted to and approved in writing by the Local Planning Authority before the relevant part of the work is begun and the work shall not be carried out other than in accordance with the approved drawings and samples.

**Reasons**

1. In pursuance of Section 91(1) of the Town and Country Planning Act 1990.

2. To ensure that the external appearance of the building is satisfactory.

3. To safeguard the amenities of the occupiers of neighbouring properties.

4. To safeguard the residential amenities of the occupiers of neighbouring properties.

5. To safeguard visual amenities.

6. To protect the occupiers of neighbouring properties from noise and disturbance outside the permitted hours during the construction period.

7. To ensure that the proposed development is built to the heights relative to original and adjoining properties as shown on the approved drawings in the interests of the character of the listed building and visual amenity.

8. To ensure a satisfactory form of development and to avoid adverse impact on the public highway in the interests of highway safety.

9. In order to ensure bicycle parking facilities are provided and encourage use of sustainable modes of travel.

10. In the interests of visual amenity.

11. In the interests of visual amenity.

12. To safeguard any archaeological remains on the site.

13. In order to safeguard the special architectural or historic interest of the building.

14. In order to safeguard the special architectural or historic interest of the building.

**Informatives**

1. This decision relates to Drawing Nos TO 240 P1 C, P2 B, P3B, P4B, P5A, P6A, P7A, P8, P9, P10, P11, P12 A, P13 and P14.

2. You are advised, in compliance with The Town & Country Planning (General Development Procedure) (England) (Amendment) Order 2000, that the following policies and/or proposals in the development plan are relevant to this decision:

Berkshire Structure Plan Policies OS1, LD1, LD3, LD5, LD6, EN1, EN2, EN3, EN4, EN5, EN6, H4, H5, H6, H7, H9, H10, T3, T6 and T7.

South East Area Local Plan Policies STV1, SH1, SH4, SH7, SH8, SBE1, SBE2, SBE3, SBE5, SBE6, SBE8, SBE9, SBE12, SBE14, SBE15, SBE16, SBE17, SBE19, SBE20, SBE21, SBE22, SR2, ST3, ST5, ST9, SPS1 and SPS4.

Deposit Draft Wokingham District Local Plan (as further modified) Policies WOS1, WOS2, WOS3, WOS4, WOS6, WOS7, WBE1, WBE10, WBE11, WBE12, WHE3, WHE4, WHE10, WHE11, WHE12, WHE13, WHE15, WHE16A, WHE16B, WH1A, WH3, WH3A, WH4, WH6, WH6A, WH7, WR7, WT6, WT7, WIC2, WIC12C, WIC15, WIC16 and WIC17.

3. Reference should be made to the legal agreement under Section 106 of the Town and Country Planning Act 1990 the contents of which relate to this permission.

4. The applicant is reminded that a Demolition Notice may be required to be served on the Council in accordance with current Building Regulations and it is recommended that the Building Control Section of the Planning Department be contacted for further advice.

5. The applicant is reminded that this consent relates to planning permission only and does not constitute approval under any other legislation including Listed Building and Building Regulations. An application for listed building consent is under consideration. To obtain advice on current Building Regulations the applicant should contact the Building Control Section of the District Council's Planning Department.

6. The applicant is advised that any additional hard surfacing proposed in relation to the landscaping details to comply with Condition 10 and any replacement of existing hard surfaces will be expected to maximise opportunities for use of permeable surfacing materials, whilst having regard to the setting of the listed building.

T. G Watson

Trevor Watson
Development Control Manager
Date:

Notice checked by: _____

**If this notice grants permission to proceed with the proposal the applicant is reminded that it relates to planning permission only and does not constitute approval under any other legislation including Building Regulations.**

**WOKINGHAM**
**DISTRICT COUNCIL**

# PLANNING SERVICES

## Fax Cover Sheet

**DATE:** 19 January 2004

**TO:** Andrew Atkins

**FROM:** Emy Circuit

**NUMBER OF PAGES INCLUDING THIS HEADER SHEET:** 5

**RECIPIENT FAX NUMBER:** 01403 211753

**OUR FAX NUMBER: (0118) 974 6484**

**SUBJECT:** Draft planning decision for 16 Shute End - 4 pages to follow

**NOTES:**

**Emy Circuit**
**From:** Emy Circuit
**Sent:** 08 December 2003 11:40
**To:** Colin Lawley
**Subject:** RE: SHUTE END WOKINGHAM SECTION 106 AGREEMENT

Colin,

Do you still need comments from me on this? If E2 refers to the leisure and community facilities, within Wokingham (Parish?) would seem reasonable – I never managed to get feedback from Iain about where specifically it would be spent. Five years also sounds reasonable.

Emy

Emy Circuit
Senior Planning Officer, Development Control
Wokingham District Council

Tel: (0118) 974 6479
Fax: (0118) 974 6484
emy.circuit@wokingham.gov.uk
www.wokingham.gov.uk

-----Original Message-----
**From:** **Emy Circuit**
**Sent:** Friday, November 14, 2003 6:14 PM
**To:** Colin Lawley
**Subject:** RE: SHUTE END WOKINGHAM SECTION 106 AGREEMENT

Colin,

I don't have a copy of the draft so it's hard to comment but I can confirm that the listed building consent is a separate application and not subject to a legal agreement. I am on leave until the 1 December now so if its urgent please can you talk to Jeni.

Emy

Emy Circuit
Senior Planning Officer, Development Control
Wokingham District Council

Tel: (0118) 974 6479
Fax: (0118) 974 6484
emy.circuit@wokingham.gov.uk
www.wokingham.gov.uk

-----Original Message-----
**From:** **Colin Lawley**
**Sent:** Thursday, November 13, 2003 10:01 AM
**To:** Emy Circuit
**Subject:** FW: SHUTE END WOKINGHAM SECTION 106 AGREEMENT

Emy
Please see below.
I believe the listed planning consent is a separate matter.
I would suggest payment back after 5 years of receipt of contribution if we havent spent it.
We cant specify distance....can we say within Wokingham?

Look forward to your comments.
Colin

-----Original Message-----
**From:** Tony Inkin [SMTP:Tony.Inkin@gcl-solicitors.co.uk]
**Sent:** Friday, November 07, 2003 1:12 PM
**To:** Colin.Lawley@wokingham.gov.uk
**Subject:** SHUTE END WOKINGHAM SECTION 106 AGREEMENT

Dear Mr Lawley

Many thanks for your e-mail of 6 November.

You may accept this letter as our undertaking to meet your reasonable legal costs in this matter up to a maximum of £500.00. Please let us know if this will be exceeded.

We approve the draft Agreement subject to the following:-

Clause A3 should refer also to the Listed Building Consent.

Clause B4 should include " building investigations" as this is a conversion.

Clause B11 should include the Listed Building Consent. Please also add "in the form of the drafts annexed hereto". Please supply the drafts.

Clause E2 should have added "within [ ] metres of the Application Site"

New Clause E3 "If the Off Site Leisure Contribution has not been utilised in accordance with clause E2 within three years from the date hereof the same shall be refunded immediately to Berkeley Commercial Investments Limited."

Clause F should have a similar provision to E3.

Clause G should have added "up to a maximum of £500.

We await an engrossment with drafts of the consents annexed as soon as possible please. << File: header.htm >>

F/2003/8266
16 Shute End, Wokingham

Please prepare a draft decision as per pages 190-193 of the agenda for 1 October 2003 with the following amendments:

1. Correction to informative 1 as per page 4 of the Members' Update (on spikes)
2. Additional informative:
   6. The applicant is advised that any additional hard surfacing proposed in relation to the landscaping details to comply with condition 10 and any replacement of existing hard surfaces will be expected to maximise opportunities for use of permeable surfacing materials, whist having regard to the setting of the listed building.

| **Section 106 Pro Forma: Instruction to prepare legal agreement**<br>**FAO Legal Services** | |
|---|---|
| Application Reference and site address | F/2002/8266<br>16 Shute End<br>Wokingham |
| Applicant name and address | Andrew Atkins/Norman Shelley, Thirlstone Homes<br>Berkeley Homes (Southern) Limited<br>Broadlands Business Campus<br>Langhurstwood Road<br>Horsham<br>West Suxssex<br>RH12 4QP |
| Agent name and address | Barton Wilmore Planning Partnership<br>Beansheaf Farmhouse<br>Bourne close<br>Calcot<br>Reading<br>RG31 7BW |
| Solicitor contact details (if known) | Tony Inkin<br>GCL Solicitors<br>Connaught House<br>Alexandra Terrace<br>Guildford<br>Surrey<br>GU1 3DA |
| Copy of report to Committee and Members Update | enclosed |
| Copy of Application<br>• Copy of application form<br>• Copy of approved plans<br>• Copy of Certificate | enclosed |
| Requirements of the Section 106 agreement<br>• Education<br>• Leisure<br><br><br>• Highways<br>• Libraries<br>• Housing<br>• Other | <br>None<br>£4,000 towards recreation and open space facilities and £6,000 towards local community facilities<br>none<br>none<br>none<br>none |
| Name of other Officers involved in Section 106 | Iain Root |
| Copy of draft decision notice and any plans to be attached to the Section 106 | enclosed - decision notice to follow when returned from typists. |

Case Officer: Emy Circuit
Date: 3 October 2003

Date: 26 September 2003

To: Adam Coggins – Highways

(NB – have discussed with Steve A in your absence & seems OK)

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We have received Revised Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, Wokingham.

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: Emy Circuit

---

The new plans show the following: Amendments to cycle parking provision and bin storage. Drawing nos: TO 240 P1C, P2B, P3B, P4B, P5A, P12A, P14.

---

**For information only.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

Details satisfy highways.

AC. 2/10/03.

1 October 2003

| Development Control Ref No: | Received | Parish |
|---|---|---|
| F/2003/8266 | 28.01.2003 | Wokingham<br>Evendons |

**Applicant:** Thirlstone Homes
**Location:** Thirlstone House, 16 Shute End, Wokingham
**Proposal:** Change of use from B1(a) office to C3 residential to create ten dwellings (five flats and five houses) with associated parking, partial demolition and rebuilding of rear extension and new pedestrian access gate.

**FOR CONSIDERATION BY** Development Control Committee
**REPORT PREPARED BY** Head of Planning and Transportation

**SUMMARY:**

**Proposal**

This application is for the change of use of buildings at 16 Shute End from office to residential use and associated alterations. 16 Shute End is a grade II listed building and there is an accompanying listed building application (LB/2002/8267), which will be reported to the Development Control Committee at a later date. It would be usual practice to determine the two applications together but in this case, sufficient information has been submitted to demonstrate that the proposal is acceptable in planning terms and that the impact on the listed building will be acceptable but there are detailed listed building issues still to be resolved and the applicant has requested that the planning application be determined.

The existing buildings were originally a single-family dwelling, coach house and stables and there is also a substantial modern extension to the former house. Ten dwellings are proposed: five flats, within the original house and five houses, three in the modern rear extension and two in the coach house/stables. Associated alterations would include partial demolition and rebuilding of part of the modern rear extension, internal alterations and changes to the site layout.

Thirteen dwellings were proposed initially, together with a first-floor extension but the scheme was revised, due to concerns regarding the impact on the listed building and conservation area.

The application would result in a net gain of ten dwellings and, as such, constitutes a major development proposal that should be determined by the Development Control Committee.

**RECOMMENDATION:**

GRANT PLANNING PERMISSION subject to the conditions set out below and a legal agreement to secure contributions of £4,000 towards improvements in recreation and open space facilities in Wokingham and £6,000 towards local community facilities. Should the agreement not be completed within 6 months from the date of the resolution the Development Control Manager is authorised to refuse the proposals on the basis of

lack of infrastructure contributions.

1. The development hereby permitted shall be begun before the expiration of five years from the date of this permission.

*Reason: In pursuance of Section 91(1) of the Town and Country Planning Act 1990.*

2. Before the building operations hereby permitted are commenced, samples and details of the proposed external materials shall be submitted to and approved in writing by the Local Planning Authority and no external materials shall be used other than those approved.

*Reason: To ensure that the external appearance of the building is satisfactory.*

3. Notwithstanding the provisions of the Town and Country Planning, (General Permitted Development) Order 1995 (or any Order revoking and re-enacting that Order with or without modification) no additional windows or similar openings shall be constructed in the east elevation of the dwellings adjoining 14 Shute End except for any which may be shown on the approved drawing(s).

*Reason: To safeguard the amenities of the occupiers of neighbouring properties.*

4. The WC and bathroom windows in the development hereby permitted shall not at any time be glazed other than with obscured glass.

*Reason: To safeguard the residential amenities of the occupiers of neighbouring properties.*

5. Provision shall be made for services, including cable TV pre-ducting, to be placed underground. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development Order 1995 (or any Order revoking and re-enacting that Order with or without modification) no overhead wire cables or other form of overhead servicing shall be placed over or used in the development of the application site or subsequently.

*Reason: To safeguard visual amenities.*

6. Works related to the construction of the development hereby granted, including works of demolition or preparation prior to building operations, shall not take place other than between the hours of 8 am and 7 pm Monday to Friday and 8 am to 1.30 pm Saturdays and at no time on Sundays or Bank or National Holidays

*Reason: To protect the occupiers of neighbouring properties from noise and disturbance outside the permitted hours during the construction period.*

7. The proposed extension shall be built to the ground levels and heights as shown on the approved drawings..

*Reason: To ensure that the proposed development is built to the heights relative to original and adjoining properties as shown on the approved drawings in the interests of the character of the listed building and visual amenity.*

8. No part of any dwelling hereby permitted shall be occupied or used until the vehicle parking and turning space herein approved has been provided. The vehicle parking and turning space shall be permanently maintained and used for no other purposes.

*Reason: To ensure a satisfactory form of development and to avoid adverse impact on the public highway in the interests of highway safety.*

9. No building shall be occupied until space for parking bicycles has been provided

in accordance with the approved drawings.

*Reason: In order to ensure bicycle parking facilities are provided and encourage use of sustainable modes of travel.*

10. No development shall take place until there has been submitted to and approved in writing by the Local Planning Authority a scheme of hard and soft landscaping, which shall include indications of all existing trees and hedgerows on the land, and details of any to be retained, together with measures for their protection in the course of development; the approved landscaping scheme (with the exception of planting, seeding and turfing) shall be implemented prior to the occupation of any of the building(s) hereby approved and retained.

*Reason: In the interests of visual amenity.*

11. All planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the buildings or the completion of the development, whichever is the sooner; and any trees or plants which within a period of 5 years from the completion of the landscaping die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

*Reason: In the interests of visual amenity.*

12. No development shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved in writing by the Local Planning Authority.

*Reason: To safeguard any archaeological remains on the site.*

13. Detailed drawings and/or samples of materials, as appropriate, in respect of the new external joinery, including full sized moulding profiles, shall be submitted to and approved in writing by the Local Planning Authority before the relevant part of the work is begun and the work shall not be carried out other than in accordance with the approved drawings and samples.

*Reason: In order to safeguard the special architectural or historic interest of the building.*

14. Detailed drawings and/or samples of materials, as appropriate, in respect of the external stairs, balustrades and gates, shall be submitted to and approved in writing by the Local Planning Authority before the relevant part of the work is begun and the work shall not be carried out other than in accordance with the approved drawings and samples.

*Reason: In order to safeguard the special architectural or historic interest of the building.*

**Informatives**

1. This decision relates to Drawing Nos TO 240 P1 C, P2 B, P3A, P4A, P5 A, P6A, P7A, P8, P9, P10, P11, P12 A, P13 and P14.

2. You are advised, in compliance with *The Town & Country Planning (General Development Procedure) (England) (Amendment) Order 2000,* that the following policies and/or proposals in the development plan are relevant to this decision:

Berkshire Structure Plan policies OS1, LD1, LD3, LD5, LD6, EN1, EN2, EN3, EN4, EN5, EN6H4, H5, H6, H7, H9, H10, T3, T6, T7

South East Area Local Plan STV1, SH1, SH4, SH7, SH8, SBE1, SBE2, SBE3, SBE5, SBE6, SBE8, SBE9, SBE12, SBE14, SBE15, SBE16, SBE17, SBE19, SBE20, SBE21, SBE22, SR2, ST3, ST5, ST9, SPS1, SPS4

Wokingham District Local Plan (as further modified) policies WOS1, WOS2, WOS3, WOS4, WOS6, WOS7,WBE1, WBE10, WBE11, WBE12WHE3, WHE4, WHE10, WHE11, WHE12, WHE13, WHE15, WHE16A, WHE16B, WH1A, WH3, WH3A, WH4,WH6, WH6A, WH7, WR7, WT6, WT7WIC2, WIC12C, WIC15WIC16, WIC17

3. Reference should be made to the legal agreement under Section 106 of the Town and Country Planning Act 1990 the contents of which relate to this permission.

4. The applicant is reminded that a Demolition Notice may be required to be served on the Council in accordance with current Building Regulations and it is recommended that the Building Control Section of the Planning Department be contacted for further advice.

5. The applicant is reminded that this relates to planning permission only and does not constitute approval under any other legislation including Listed Building and Building Regulations. An application for listed building consent is under consideration. To obtain advice on current Building Regulations the applicant should contact the District Council's Building Control Section.

| | |
|---|---|
| **Dept:** Environmental Services | |
| **Tel No:** 0118 974 6428/6429 | **E Mail:** development.control@wokingham.gov.uk |
| **Date:** 1 October 2003 | **Author:** Emy Circuit |

**NB: All reports seek to identify environmental, community safety, customer care and equal opportunities implications. Consultation with residents and organisations which has or is about to take place, will also be reported.**

**BACKGROUND**

16 Shute End is a grade II listed building, located on a 0.12 hectare site, within the Wokingham Town Centre Conservation Area. The site lies within the designated Town Centre of Wokingham, which is a category A settlement, and is situated in an identified area of archaeological potential. Shute End is designated as a Green Route.

The original accommodation comprises of a dwelling, fronting Shute End, and a coach house and stables, set back from the site frontage, adjacent to the western boundary. The buildings were listed in 1951, for their group value.

In 1972 permission was granted for the change of use of the coach house to residential use and, other than temporary permission for use of part of the building for business use during the 1950's, it appears that the site remained in residential use until the early 1980's, when permission was granted for office use. There have been various subsequent applications for extensions and alterations, most significantly a large two storey extension, adjoining the eastern boundary, which has been constructed.

There is a single-storey rear extension at 14 Shute End, adjacent to the boundary with the application site. In 2003 planning permission was granted for a first-floor extension, above this existing structure (application F/2003/8707), although this permission has not yet been implimented.

**CONSULTATION**

**Access and Movement** – gates to be five metres back from the Highway
**Policy and Plans** – acceptable in principle, subject to details of listed building, conservation and access issues.
**Conservation Officer** – the principle and planning aspects of the proposal are acceptable, subject to resolution of remaining, detailed listed building issues. Comments have been incorporated in the body of the report.
**Landscape Officer** - no tree implications; landscaping proposals required now with detailed planting to be conditioned
**Archaeological Advisor** – no objection subject to conditions
**Environmental Health Officer** – no objections or recommended conditions
**Ecologist** – no objections
**Access Officer** – comments on detailed design
**Drainage Officer** – no objection subject to conditions
**Wokingham Chamber of Commerce** – object; the building is located in a row of commercial buildings and since its conversion has provided a modern, high quality office building; it is estimated that conversion to residential would result in the loss of 50-75 jobs in an area well served by public transport; future occupants would be bound to be car owners, which would increase traffic at a difficult junction; although there is a surplus of office accommodation in Wokingham at present there will be a shortage when business picks up, which would affect the towns viability; if the building is converted to residential again it is unlikely it would revert to commercial.
**Thames Water** – no objection
**Wokingham Town Council** – "no objection"
**Local Residents** – six letters were received in relation to the original scheme, one in support of the proposal, which would bring more residents and life into the town, and five objecting or commenting on detailed issues. These comments can be summarised as follows:

- The proposed parking would be insufficient and the volume of traffic entering/leaving the site would be increased; exit is already difficult especially at peak times or if turning right.
- Overlooking from the flats would result in loss of privacy to 11 The Terrace; the first-floor extension would result in loss of light to any future first-floor extension at 14 Shute End, although a reduced first-floor extension may be acceptable.
- the external staircase would be out of keeping with the building; stairs should be provided within the existing building; the existing rear extension is disproportionate and one correspondent considered that an additional small extension would not be significant but another considered it would create a large blank wall to the east of the site which would dominate neighbouring properties; existing nineteenth century internal walls should be retained; new windows should be timber sashes rather than top opening or velux, and dormers would be more suitable than velux windows; if ground-floor windows are replaced, small glazing bars would improve the balance of the building; landscaping could improve the rear area of the site
- the name of the property should be returned to Admirals House; will the properties be privately owned/rented or is Thirlstone Homes a housing association?

One letter was received in relation to the revised plans, which were not considered to overcome their original concerns: the extension would add to the scale and massing of the existing extension, which dominates neighbouring properties; the alterations are neither desirable nor necessary and are contrary to the Council's policies.

**APPRAISAL**

**Principle of Development**

1. The proposed change of use would result in the loss of 788.5 $m^2$ of B1(a) office floorspace. Wokingham District Local Plan (as proposed to be modified) policy WEM18 establishes that the change of use from employment generating uses will not be permitted within identified areas but the application site does not lie in such an area and, therefore, there is no objection, in principle, to this aspect of the proposal.

Thurstone merged into Berkeley Group (parent co) - main building 20-25 c10 in stables

2. Wokingham Chamber of Commerce object to the loss of employment floorspace and suggest that it is unlikely that future reversion to commercial use would be permitted should permission for residential use be granted/implemented. It is acknowledged that, within the current policy framework this would be the case. Due to the constraints of the historic town centre, the development plan (Wokingham District Local Plan (as proposed to be modified) para 8.70) indicates that proposals for major office development (>500 $m^2$) will not generally be acceptable in/adjacent Wokingham Town Centre and will be limited to the sites identified in policy WSH22. Any future application to return the buildings to commercial use would have to comply with the requirements of Policy WSH22 and Policy WH3, which seeks to resist the loss of residential units. Therefore, it would be difficult to justify a future reversion to commercial use. However, this would not be a reason to resist the proposal: there are other opportunities for commercial development within the town and, local plan policy is based on current circumstances (any change in these would be addressed through the review of the development plan).

3. The proposal is for the change of use of existing buildings to residential use and the application site is located in a highly sustainable location, within the town centre of a category A settlement. Policy WH4 encourages conversion to residential uses, providing certain criteria are met (these are addressed in subsequent sections of the appraisal) and the most appropriate use for a listed building is generally that for which it was designed, which in the case of 16 Shute End was a dwelling, albeit for a single-family. Therefore, residential use is acceptable in principle.

**Housing Density and Mix**

4. The proposal, for ten dwellings on a 0.12 hectare site, would result in a residential density of 83 dwellings per hectare (dph). In accordance with Wokingham District Local Plan (as proposed to be modified) Policy WH3A, densities in excess of 50 dph will be supported in locations with good access to public transport and Appendix 3D of the plan indicates that densities of 115 dph are achievable on small sites within 800 metres of a town centre. Given the location, within the town centre, there is excellent access to services and facilities and the proposed density is considered acceptable in principle.

5. 80% of the proposed dwellings would be one- and two-bedroom units with the remaining 20% being three bedroom, as set out in the table below. This would comply with the requirements of policy WH6, which requires provision of a mix of dwelling types with emphasis on the need for one- and two-bedroom units:

| Unit size | | Total/proportion | |
|---|---|---|---|
| 1 bedroom flat | | 3 (30%) | |
| 2 bedroom units | 2 bedroom flat | 2 (20%) | 5 (50%) |
| | 2 bedroom house | 3 (30%) | |
| 3 bedroom house | | 2 (20%) | |

**Impact upon the listed building and character of the area**

6. The proposal is a sensitive one, relating to a listed building, within a conservation area and fronting a Green Route.

7. The original dwelling house would be converted into five flats (units 1-5), two on each of the ground- and first-floors and one on the second-floor; the modern rear extension would be partly rebuilt to form three houses (units 6-8) and the coach house/stables would be converted to form two houses (units 9 & 10).

8. The ground-floor of the original building and the modern rear extension are raised above ground level. The existing extension is largely two-storey with a single-storey element at the southern end. It was originally proposed to construct a first-floor extension above this single-storey element but the impact of this on the listed building and its setting were considered unacceptable and it is now proposed to demolish this part of the building and construct a new, two-storey extension with a lower slab level. Thus it would be possible to provide accommodation on two levels without increasing the volume or height of the building. The western elevation of this part of the building would be largely reconstructed, resulting in a more domestic appearance than the existing, largely glazed extension.

9. Other external alterations would include provision of cycle and refuse stores, replacing a door in the west elevation of unit 2 with a window, removal of an existing external fire escape, replacement of a second-floor fire exit door with a window and blocking up of the first-floor fire exit door, alterations to the raised access at the rear of the building. In the stables a window in the south elevation would be replaced by a garden door. There would also be a number of alterations to the internal layout of the buildings. The historic buildings have been subject to extensive alterations in the past and many of the original features have been removed. A pedestrian gate would be inserted in the front wall. The Conservation Officer has considered the proposed alterations in detail and has no objection to them.

10. There are a number of trees on the site, mainly adjacent to the eastern boundary, all of which are proposed to be retained. A tree survey and details of protection measures have been submitted and, on the basis of this information, the Arboricultural Officer recommends that the Chestnut (T3 on the survey) is removed and a replacement tree planted. Retained trees should be protected in accordance with the recommendations made in the tree survey/report. ( category c tree - limited life.

**Impact upon residential amenity.**

11. The main impact arising from the alterations to the fabric of the building would be on 14 Shute End, which is currently in commercial use. As referred to in the background to this report, there is extant planning permission for a first-floor extension, adjacent to the boundary with the application site. The redevelopment of the southern part of the rear extension would not increase the height or bulk of the building, compared with the existing structure and, therefore, the impact of on 14 Shute End and other properties to the east would be as existing. The layout of the proposed new houses would be such that no windows would be inserted in the eastern elevation, so overlooking of the neighbouring property would not be an issue. A condition, requiring consent to be sought for the future insertion of any additional windows in this elevation is recommended.

12. The pattern of activity on the site would altered as a result of the change of use:

occupation of the building would be extended throughout the day and the week but it is not considered that this would result in an unacceptable increase in disturbance to existing residents of the area and, indeed, occupation over longer periods would enhance the vitality of the area and security, due to natural surveillance. Some concern has been expressed regarding overlooking of properties in the Terrace, on the opposite side of the road but there is at least 23 metres between 16 Shute End and the dwellings opposite, they are separated by the public street and it is not considered that a residential occupation would result in significantly greater overlooking than a commercial use does.

13. In terms of the amenity of the proposed dwellings, the living room in flat 3 would be above the bedroom in flat one and living room in flat 5 would be above the bedroom in flat-four. While these relationships are not ideal, in terms of potential for disturbance between dwellings, the constraints of the listed building limit the possible layouts and sound insulation would be required to comply with building regulations. The Environmental Health Officer has not objected to this aspect of the scheme.

14. The separation between the dwellings in the rear extension and stables would be 14 metres, which together with the difference in levels (about 0.9 metres) between the two buildings would provide an adequate level of privacy, given the constraints of the historic building relationships and courtyard layout: future occupants would be aware of this relationship prior to occupation.

15. The two three bedroom properties (units 8 and 10) and one of the two-bedroom houses (unit 9) would have small private amenity spaces. The other units would not have any external private amenity space, but this would not be unacceptable in a town centre location such as this one.

**Access and Movement**

16. The proposed change of use would not result in an intensification of the use of the site. The proposed parking provision of one space per dwelling, plus a disabled parking space and one visitor space is considered acceptable, given the highly accessible location and proximity to facilities and services. In terms of secure, covered cycle storage, it is proposed that four of the houses would have individual provision, with the remaining dwellings sharing a store, adjacent to the site entrance.

17. The Highway Officer would have preferred the entrance gates to be set back from the highway boundary. However, it was not considered reasonable to request this revision because the gates already exist and such an alteration to the alignment of the boundary would be detrimental to the setting of the listed building and character of the conservation area.

**Flooding and Drainage**

18. The site is not in an area identified by the Environment Agency as liable to flooding and the Council's Drainage Officer has no objections subject to conditions.

**Service, Amenity and Infrastructure Requirements**

19. Policy WOS4 requires that development proposals have regard to provision of service, amenities and infrastructure. Where development gives rise to the need for new or extended services, this will be secured through conditions and/or a legal agreement.

20. Policy WR7 sets out requirements for provision of public open space in association with new residential development. Where these requirements cannot be met on-site contributions towards provision of new or enhancement of existing off-site facilities will be sought. In this case no on-site provision is proposed and contributions of £4,000 towards improvements in recreation and open space facilities in Wokingham and £6,000 towards local community facilities are sought.

21. The proposal would not result in any intensification in the use of the site and therefore, it would not be reasonable to seek any contributions towards highway initiatives.

22. In accordance with policy WIC12A, the Council will seek the costs of educational facilities that are required as a result of new housing development. However, in this case, due to the number and size of dwellings proposed, the proposal falls below the threshold for seeking education contributions.

23. The application site is located in a settlement with a population of over 3,000, where, in accordance with policy WH7, an element of affordable housing will be required on schemes of 15 or more dwellings or on sites of 0.5 hectares or more. The proposal is for ten dwellings on a 0.12 hectare site, which is below this threshold, so there is no affordable housing requirement.

**Issues raised by local residents**

24. Traffic generation and parking provision have been considered in the access and movement section of this report.

- Overlooking and the possible overshadowing/overbearing impact of the proposed development have been considered in the section relating to amenity of neighbouring properties. The revised plans included a reduction in the height of the proposed extension.
- the external staircase has been omitted from the revised plans. It was considered that any further increase in the volume of development on the site would be unacceptable, as set out in the paragraphs assessing the impact on the character of the building, which also address retention of walls, window design and landscaping.
- Naming of properties cannot be controlled under planning legislation
- Thirlstone Homes are a commercial property developer and not a housing association. There is no requirement for provision of affordable housing as set out in paragraph in the service, amenity and infrastructure section of the report.

**CONCLUSION**

The proposed change of use is acceptable in principle and the impact of the associated alterations on the listed building and conservation area are acceptable. The impact on residential amenity and access and movement are also acceptable.

## WOKINGHAM TOWN COUNCIL CONSULTATION SHEET

DC | ENF
CS
20 MAR 2003
COPIES TO | ACK | FILE

**Case officer:** Emy Circuit

**Application Number:** F/2003/8266

**Proposal:** Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site.

**Site Address:** Thirlstone House, 16 Shute End, Wokingham

**Applicant:** Thirlstone Homes C/O Barton Willmore Partnership

Your observations are required in respect of this application **by 27/02/03**

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**At its meeting on 18 March 2003 the Planning & Transportation Committee resolved to make the following observation:**

**No objection**

**SIGNED:** _____ **DATE:** 19/03/03

**CLERK TO Wokingham Town Council**

| Development Control Ref No: | Received | Listed by: | Parish |
|---|---|---|---|
| F/2003/9930 | 26/08/03 | | Shinfield |

**Applicant:** Swangrove Ltd
**Location:** 96 & 98 Grazeley Road, Three Mile Cross
**Proposal:** Proposed erection of 7 dwellings and demolition of existing 2 dwellings.

**FOR CONSIDERATION BY** Development Control Committee
**REPORT PREPARED BY** Head of Planning and Transportation.

**SUMMARY:**
The application is to demolish two existing bungalows and erect 7 dwellings. 5 dwellings will be detached and two will be semi-detached. This application is before the Committee due to financial contributions that are required.

**RECOMMENDATION:**

That PLANNING PERMISSION BE GRANTED subject to conditions set out below and the completion of a Section 106 Agreement to secure a contribution of £5339 for local sustainable transport and local safety schemes. Should the agreement not be completed within 6 months from the date of the resolution the Development Control Manager is authorised to refuse the proposals on the basis of lack of infrastructure contributions.

1. The development hereby permitted shall be begun before the expiration of five years from the date of this permission.
   *Reason: In pursuance of Section 91(1) of the Town and Country Planning Act 1990.*

2. Before the building operations hereby permitted are commenced, samples and details of the proposed external materials shall be submitted to and approved in writing by the Local Planning Authority and no external materials shall be used other than those approved.
   *Reason: To ensure that the eternal appearance of the building is satisfactory.*

3. All bathroom and landing windows on the first floor, side elevations on the hereby approved houses on plots 3-7, together with the first floor side elevation bathroom window on plot 2 shall be fitted with obscure glass and permanently maintained as such.
   *Reason: To safeguard the residential amenities of the occupiers of neighbouring properties.*

4. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order revoking and re-enacting that Order with or without modification) no additional windows or similar openings shall be constructed at first floor level and above in the dwellings hereby permitted except for any which may be shown on the approved drawings.

# MEMBERS' UPDATE
## Development Control Committee – 1st October 2003

**Site Address: 33-41 Arbor Lane, Winnersh**
**Application No: F/2003/8457 and F/2003/9135, Pages 13-58.**

13 additional neighbours objections have been received on the two applications. Residents have expressed further concern about:

- Vehicle movements to and from the proposed dwellings (in particular the effect on children using the lane, travelling to and from Winnersh Primary School and Forest School).
- Proposed one-way system around the crescent will cause confusion.
- The noisy environment of the railroad next to the dwellings.
- The over-crowding of basic facilities such as schools, policing, doctors and dentists.
- Installation of the pavement will reduce the width of the Lane.
- Effect on the character of the area.

Comments have also been received from Winnersh Parish Council, who object to the applications on grounds as previously submitted (see page 35 of the Agenda).

Comments have also been received from Council's Access and Movement Officers, who have requested that a 'No right turn' sign will need to be installed on the western end of the crescent in Arbor Lane itself.

No other comments have been forthcoming. As no issues have been raised which are new to those previously considered, the application is consequently still recommended for conditional approval.

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**Site Address: 448 Reading Road, Winnersh**
**Application No: F/2003/9884, Pages 59-82.**

The following services amenity and infrastructure contributions have been agreed and confirmed with the applicant after extensive negotiations:

Highways & Transportation: £15k towards Winnersh Transport Strategy
Education: £15k (Primary Schools in the Winnersh area)
Leisure & Community: £6 for play and community facilities.

Amended plans have been submitted with regards to this application following discussions between the neighbouring property owner no.446 Reading Road and the applicant (Millgate Homes). These plans are only minor amendments to the plans in the Agenda and therefore have not been reconsulted. The primary amendments include the reduction of the access road width to 4.8m to 4.1m in order to increase the landscape planting along the south western boundary by moving the access road slightly to the north west. This will help to increase screening of the development to the neighbouring property owner. The plan also shows a 1.8m high close-boarded fence with 0.3m trellis

top along the full length of this side boundary. The revised plans also show the landing window and a kitchen window at first floor level on Block B to be obscure glazed. Finally, a side elevation kitchen window at first floor level facing 446 Reading Road is also now shown to be obscure glazed. The revised plans are attached to this update.

**Condition 29** is to be amended as follows:

**The following windows in the development hereby permitted shall not at any time be glazed other than with obscured glass and shall be permanently retained thereafter:**

- **The first floor landing window on the southeast elevation of Block B**
- **The first floor kitchen side elevation window on the southeast elevation of Block A.**
- **The first floor kitchen window on the northeast elevation of Block B.**

***Reason: To safeguard the residential amenities of the occupiers of neighbouring properties.***

**Informative 4** is to be amended as follows:

This approval pertains to plan nos:

12154/01D Site Layout (Received by the Local Planning Authority on 29/09/03)
12154/08 Street Elevation
12154/02C Block A Floor Plans (Received by the Local Planning Authority on 29/09/03)
12154/03A Block A Elevations
12154/04A Block B Floor Plans & Elevations (Received by the Local Planning Authority on 29/09/03)
12154/05 Location Plan
12154/06 Bike & Bin Store
12154/07 Road Section
and additional report and plan 5046/01 (Tree Survey)
Received by the Local Planning Authority on 30/07/03 with the exception of those noted.

**See attachments - Site Layout, Block A Floor Plans and Elevations, and Block B Floor Plans and Elevations**

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**Site Address: 4, 6 and 6A Glebelands Road, Wokingham.**
**Application No: F/2003/8358, Pages 99 - 127.**

P99 recommendation

The reason for condition 24 (page 102) should be replaced with the following:

***Reason: The development is only acceptable because of its sheltered nature. Its layout, reduced level of parking and lack of boundary treatment may not be acceptable in other circumstances.***

There is a correction to the number of observation letters received from members of the public (page 104 of the agenda). A total of 24 letters were received regarding the original

plans. Of these two were in support and 22 objections (from 21 addresses) . Nine of the original objectors (from eight addresses) also objected to the revised scheme.

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**Site Address: Hennerton Golf Club, Crazies Hill Road**
**Application No: F/2003/8447, Pages 128-139.**

This application has been reported to Committee as it represents major development.

**Additional conditions:**
**1. Prior to the commencement of development an existing levels survey and a proposed levels survey shall be submitted to and approved by the Local Planning Authority in writing. The development shall proceed in accordance with the approved levels.**
**Reason: In the interests of visual amenity and landscape impact.**

**2. Prior to the commencement of development details of the fill material shall be submitted to and approved in writing by the Local Planning Authority and development shall proceed only in accordance with the approved details.**
**Reason: In the interests of ecology.**

**Condition 9 should be altered to read**
**A landscape management plan for the whole site, including long term objectives and management of the buffer zones to the wood and ponds, shall be submitted to and approved in writing by the Local Planning Authority prior to the first use of the golf course extension hereby permitted.**
**Reason: as agenda page 129.**

**Conditions 13 and 14 should have the following reasons attached:**
**13 – To ensure that no pedestrian/vehicle conflict occurs with users of the footpath.**
**14 – In the interests of ecology.**

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**Site Address: Land Rear of 612 Reading Road**
**Application No: O/2003/9040, Pages 140-151.**

Conditions 7 & 8 should be deleted.

Informative no.4 should be amended to the following:

**With respect to conditions 13, 14, 15 & 20, the area liable to flooding pertains to the 1 in 100 year flood level of 38.95 AOD(N) (as given in the Flood Risk Assessment under taken by WSP dated 22 May 2002).**

Condition 21 should be amended to read as follows:

**The proposed building shall contain a range of units for Class B1 use only, to include at least 50% of the units to be for light industry under Class B1(c). At least 2,000 square metres of the floorspace shall comprise units of less than 150sq m of floorspace. *Reason: To meet a local need for small units for light industry.***

With respect to leisure and community contributions, no justification has been provided pertaining to this.

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**Site Address: Mumberry Lodge, School Hill, Wargrave**
**Application No: F/2003/9695, Pages 152-189.**

This application has been withdrawn from the agenda by the Head of Planning due to an error within the report regarding the Category of the settlement. The application will be re-presented to the Development Control Committee on 22 October 2003.

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**Site Address: 16 Shute End, Wokingham**
**Application No: f/2002/8266, Pages 190 - 213.**

Informative 1 should refer to drawing Nos P3B and P4 B rather than P3A and P4A. The informative should therefore be as set out below. **Copies of these two drawings are attached.**

1. This decision relates to Drawing Nos TO 240 P1 C, P2 B, P3B, P4B, P5A, P6A, P7A, P8, P9, P10, P11, P12 A, P13 and P14.

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**Site Address: 96 & 98 Grazeley Road, Three Mile Cross**
**Application No: F/2003/9930, Pages 214-225.**

Paragraph 18 in the report states that the site is below the threshold for provision of affordable housing. This is incorrect as the site is within a settlement of less than 3000 population and at least 5 net dwellings are proposed. Therefore up to 26% of the properties are to be affordable. The applicant has agreed that one dwelling will be made affordable (plot 1) and this is to be transferred to a partner Registered Social Landlord at a cost not exceeding 90% of the Housing Corporation's Total Cost Indicator, and built to Housing Corporation Scheme Development Standards. The Section 106 Agreement therefore pertains to the affordable housing as set out above and a £5339 contribution for local sustainable transport and local safety schemes.

Revised Recommendation:
**That PLANNING PERMISSION BE GRANTED subject to conditions set out below and the completion of a Section 106 Agreement to secure a contribution of £5339 for local sustainable transport/local safety schemes, and affordable housing as set out in the Members update. Should the agreement not be completed within 6 months from the date of the resolution the Development Control Manager is authorised to refuse the proposals on the basis of lack of infrastructure contributions.**

Two further letters of objection have been received with regard to the application. The main issues raised have already been considered in the report.

Shinfield Parish Council has also objected to the application **(see comments attached)**. They argue that Three Mile Cross is not a Category A settlement. The Parish Councils

arguments pertaining to this were discussed as part of the Local Plan process. The Executive decided however that Three Mile Cross was to be designated as a Category A settlement.

Shinfield Parish also raise concerns with regard to the number of dwellings on the site with respect to the previous application that was withdrawn. They comment that the application results in over-development of the site. The previous application was withdrawn due to highway concerns and also because the proposed 6 dwellings on the site did not meet the density requirement of 30 dwellings per hectare. The current application has seven dwellings and now meets the density requirements

Shinfield Parish also raise concerns with regard to the development being out of character with the surrounding area and the suggested mix. These issues are discussed in the report.

Conditions to be removed
Condition numbers 5, 9 and 13 are considered to be unreasonable and should therefore be removed from the agenda.

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**Site Address: 207-219 Reading Road**
**Application No: F/2003/9322, Pages 226-239.**

Revised plans were received on 30.09.03 showing no windows in the flank elevation facing the rear garden of 205 Reading Road. These revised plans accord with the resolution of the Development Control Committee on 10.9.03.

Shinfield
Parish Council

*Clerk: Mrs. J Barnes, 36 Ryhill Way, Earley, Reading, Berkshire. RG6 4AZ*
*Tel/Fax: 0118 9547115*

30th September 2003

Ms Lynch
Development Control Officer
Wokingham District Council
Shute End
Wokingham
Berkshire

Dear Ms Lynch,

## Application No. F/2003/9930: 96 & 98 Grazeley Road, Three Mile Cross

In response to your invitation dated 3rd September, to comment on the above application, it was tabled at last night's meeting of our Planning and Transportation Committee, the first opportunity to seek the views of our members, as statutory consultees. It was unanimously resolved to submit our strong objection to the proposal on the bases recorded below. Seven large houses in place of two bungalows in one of our rural settlements, constitutes a significant development and our members seek your assurance that their views will be fully communicated to the members of the Development Control Committee, prior to the determination of this application. It seriously concerns our members, that under 'Consultation', this council is simply recorded as having submitted no response at the time of the report.

1) A fundamental objection is that the submitted Officer Report on this application is in error in stating that Three Mile Cross is a Category A settlement. THREE MILE CROSS **IS NOT** A CATEGORY A SETTLEMENT. Detailed analysis by Shinfield Parish Council has shown conclusively that the public transport conditions to satisfy the requirement for Category A status are not met. There are no scheduled bus services in the off-peak period between 20:00 hrs and 22:00 hrs on Mondays, Tuesdays and Wednesdays each week, a prerequisite for a 'good' service. In view of this, the Agenda references to Category A settlements should be deleted. This makes the prime basis for recommending approval for this application, invalid and the application should be refused.

2) We submitted our objection back in June, to the previous application on this site (F/2203/9143) for the erection of six dwellings. This application was withdrawn following highway concerns, to be superseded by this application for seven dwellings; therefore, the original proposal has been enlarged rather than decreased. As a consequence our previously submitted objections still stand and are appended herewith in respect of this new application.

| | |
|---|---|
| F/2003/9143 | |
| Site address: | 96 & 98 Grazeley Road, Three Mile Cross |
| Proposal: | Proposed erection of 6 dwellings and 1 detached garage. Demolition of 2 existing dwellings. |
| Case Officer: | Dawn Hancocks |
| Observations | We express concern about over-development of the site and additional Traffic generation. |

Continued.....

3) Our members have grave concerns about any planning philosophy that suggests, as stated in paragraphs 10 and 12 of the Appraisal, that two bungalows that have been on the site for some 60/70 years, could be deemed to be 'out of character' with the surrounding area, as a result of the intensive development that has been allowed to take place around them in recent years.

4) As a council, we strongly support the Further Modified Wokingham District Local Plan, to place emphasis on the provision of one and two bedroom dwellings in a balanced mix. As conceded in paragraph 3 of the Appraisal, 'this proposal does not provide the suggested mix', but instead the usual 'profitable-for-the-developer' executive homes. A much better fit to meet needs could be readily obtained by adjusting internal layouts. A mix of 2x2Bed, + 3x3Bed and 2x4Bed can be easily achieved in this way. We are disappointed in Wokingham District for not upholding its own proposed policies.

We therefore call upon the district council to refuse this application, and defer its determination until this council's views can be fully communicated to members of the Development Control Committee and our right to address that committee can be fulfilled.

Yours sincerely,

Mrs Tracy Sampson
Assistant Clerk

Copies:
District Councillors x3

**WORK SHEET FOR :** Emy Circuit

**Application Number :** F/2002/8266

**Applicant :** Thirlstone Homes C/O Barton Willmore Partnership.

**Location :** Thirlstone House 16, Shute End, , Wokingham.
**Proposal :** Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site.

| **Site Notice Displayed ? :** | YES | NO | DATE |
|---|---|---|---|
| | ✓ | | 18 feb 2003 |

**Date of Neighbour Notifications :** .....

**Date of Site Visit :** 18 February 2003

**Date Registered : 28/01/2003**

**Earliest Date for Decision : 27/02/2003**

**Latest Consultation Date/Site Notice Expiry Date : 27/02/2003**

**This application will have expired on: 25/03/2003. You need to make a decision 1 day prior to this date for this application to count as determined in less than 8 weeks.**

**Consultation Responses :**

See DC agenda | update for 1 October 2003

**Planning Issues :**

**Application Number: F/2002/8266**

**Appraisal :**

see DC agenda / update
for 1 October 2003

**Recomendation : Approval:** ☐ **Refusal:** ☐
(tick appropriate box)

**Application Number F/2002/8266**
**Conditions/Reasons for Refusal**

| No | Std Con | Std Reas | Non Std Conditions / Reasons for Refusal |
|---|---|---|---|
| | | | |
| | | | |
| | | | see DC agenda / update |
| | | | |
| | | | for 1 October 2003 |
| | | | |
| | | | |
| | | |

# RECORD OF SITE VISIT

SITE ADDRESS: Thirlstone House 16 Shute End Wokingham.

APPLICATION NUMBER: F/2002/8266

OFFICER: Emy Circuit

DATE OF SITE VISIT: 18 Feb 2003

1 SITE/STATUTORY NOTICE DISPLAYED ? on railings to right of gates 2x orange + 2x green

2. DESCRIPTION OF SURROUNDINGS Mixed commercial and residential.

3. DESCRIPTION OF SITE/BUILDING

See attached + photos.

4. RELATIONSHIP TO ADJOINING PROPERTIES

5. SITE CONSTRAINTS

TREES

ACCESS/PARKING

LEVELS

BOUNDARY TREATMENT

OTHERS

**Emy Circuit**

**From:** Emy Circuit
**Sent:** 22 September 2003 09:45
**To:** Iain Root
**Subject:** F/2003/8266 16 Shute End, Wokinhgam - SAI contributions

Iain,

You had asked for contributions of £4,000 towards improvements in recreation and open spaces and £6,000 towards local community facilities for this one – please can you give me some info about what the money would be spent on i.e. which sites etc – I'm likely to be asked at committee (on 1 October)

Emy

Emy Circuit
Senior Planning Officer, Development Control
Wokingham District Council

Tel: (0118) 974 6479
Fax: (0118) 974 6484
emy.circuit@wokingham.gov.uk
www.wokingham.gov.uk

CONFIDENTIAL

# Brief Notes of SAI Group Meeting – 28th July 2003

Present: Mary Severin (Legal)
Jim Dunning (Planning)
Marc Sartorio (Corporate Property)
Sarah Hollamby (Housing)
Iain Root (Leisure)
Keith Rogers (Highways)
Jeni Jackson (D.C.)
Dan Brockbank (Education)

Apologies: Colin Lawley, Kerrin Lithgow

ACTION

## 1) Notes of Previous Meeting

Agreed.

## 2) Matters Arising

None

## 3) Reports

D.C. briefing reports on planning applications were considered by the Group and the following recommendations were made as to planning obligations: -

(i) 405-411 Reading Road, Winnersh (28 sheltered flats) – Application F/2003/9486

- Highways/Transportation – No contribution but the Developer to undertake highway works in the vicinity of the site including the closure of access points and crossing points for the elderly.
- Education – No contributions.
- Leisure & Community – A commuted payment of £5k in lieu of on site open space for enhancement of local open space (possibly at Dinton Pastures).

  A contribution of £1428 towards the library book stock.
- Affordable Housing – 26% affordable units (or contribution) SH

required but Housing to consider further in light of the proposed development (elderly persons).

(ii) Oaklands Nursery, Greem Lane, Winnersh (14 dwellings – net 13) – Application F/2003/9564

- Highways/Transportation – A contribution of £23,400 for local highway improvement works plus provision of sustainable transport.
- Education – A contribution of £53,253 towards the provision of primary school places (Bearwood) and £34,370 towards secondary (Holt/Forest).

  **(n.b. this has since been reduced to £33,460 and £29,672 respectively)**
- Leisure and Community – A contribution of £12,214 towards improvement of a local play area and £7,000 for provision of teenage and community facilities.

  A contribution of £714 towards Library book stock.

  **(n.b. this has since been reduced to that agreed for the previous consent namely, £4.2k towards play equipment)**
- Affordable Housing – Below the threshold.

(iii) 34-40 Henley Wood Road, Earley (34 dwellings) – Pre-application advice

- Highways and Transportation – A contribution of £68k to local highway improvements on the Wokingham Road and Loddon Bridge.
- Education – No primary school contribution in view of surplus places at Loddon Infants/Junior, and a secondary contribution (Bulmershe) of £63,452 with no sixth form.
- Leisure and Community – A contribution of £12k for enhancing local play facilities and £15k for community/teenage facilities (possibly at Joel Park). A contribution will be required if no open space is provided on site.

  A contribution of £1734 towards library book stock.
- Housing – 26% of units to be affordable and made available to an R.S.L. at 90% of T.C.I.

(iv) 58-62 Langley Common Road, Arborfield (13 flats, 2 bed) – Application O/2003/9287

- Highways and Transportation – None in view of existing garage use.
- Education – A primary contribution of £53,253 (Coombes and Arborfield) and no secondary contribution.
- Leisure and Community – A contribution of £4.2k towards play facilities in the area and £5.5k for enhancement of local community facilities.

  A contribution of £663 towards the library book stock.
- Housing – 26% affordable housing to an R.S.L. at 90% of T.C.I.

(v) 25 & 26 Bramshill Close, Arborfield (12, 2 bed flats – Net 10 units) – Application O/2003/9494

- Highways and Transportation – A contribution of £20k towards safe routes to schools in Arborfield.
- Education – A contribution of £40,964 for primary places (Coombes and Arborfield) and no secondary contributions.
- Leisure and Community – £4.2k for play areas and £5k towards enhancement of local community facilities plus £510 towards library book stock.
- Housing –26% affordable units (3 No) provide to an R.S.L. at 90% T.C.I.

(vi) 16 Shute End, Wokingham (B1 Offices to C3 residential 10 dwellings) – Application F/2003/8266

A similar proposal was considered by the SAI Panel in March 2003 for 11 flats.

- Highways and Transportation – No change (i.e. no contribution).
- Education – No contribution.
- Leisure and Community – No change from previous requirement (i.e. £4k for play and £6k for community).
- Housing – Below the threshold.

(vii) Land at Church Lane/Hallow Lane, Shinfield (19 dwellings) – Application for Reserved Matter F/2002/9485

The application is to increase the height of the dwellings with an extra bedroom but was originally considered as part of a previous reserve matters application.

In view of the above no changes are required to the previous SAI Panel contributions.

(viii) North Court, The Ridges, Finchampstead (12 flats) – Application F/2002/9445

This is an amendment to a previous application but has for the same number of units. The Panel therefore considered whether any changes should be made to the previous requests for contributions i.e.

- Highways & Transportation – No change (£20k for improving local highway network).
- Education – No change (£23,009 for primary places).
- Leisure & Community – No change (£2k for open space) but include £612 for library book stock.
- Housing – No change (a contribution of £130,200 for off site provision).

(ix) Rushtons Farm, Warren House Road, Wokingham (change of use to B1 (c) light industrial) – Application F/2003/9415

- Highways and Transportation – A green travel plan required but no contributions (n.b. S278 may be necessary for junction improvements).
- Education – No contribution.
- Leisure and Community – As for previous application.
- Housing – None.

3) **AOB**

A special SAI meeting with the University representatives has been arranged for the 7th August 2003.

MS/KL
July 03

**Confidential**

# SAI PANEL BRIEFING NOTE

| | |
|---|---|
| Application No: | F/2003/8266 & LB/2003/8267 |
| Location: | 16 Shute End, Wokingham |
| Proposal: | Change of use from B1(a) office to C3 residential to ten dwellings: five houses and five flats, with associated parking, plus partial demolition and rebuilding of rear extension. New pedestrian entrance. |
| Applicant: | Thirlstone Homes |
| Case Officer: | Emy Circuit |

---

The application was received on 28.01.2003 and was considered by the SAI panel at the meeting on 31.03.2003. A copy of the report and relevant extract from the minutes are attached. In addition to the contributions set out in the minutes a request for £650 towards library provision was received (email dated 10 May 2003).

Revised plans were received on 26.06.2003. The housing mix has been revised as follows:

| | 1 bed flat | 2 bedroom units | | 3 bed house | total |
|---|---|---|---|---|---|
| | | 2 bed flat | 2 bed house | | |
| total | 3 (30%) | 2 (20%) | 3 (30%) | 2 (20%) | 10 |
| | | 5 (50%) | | | |

The main considerations for the SAI Panel are:

- **Access and Movement:** no contributions were sought for the previous scheme, as it would not have resulted in any intensification in the use of the site, and fewer dwellings are now proposed. Same as previous
- **Public Open Space:** any change to the contributions for off site provision/libraries, in view of the reduced number of dwellings/revised mix? Same
- **Education/Community Facilities/Libraries:** possible contributions on the basis of the revised housing mix? Still 0.
- **Affordable Housing:** Wokingham is a settlement with a population of over 3,000: the number of dwellings proposed and site area remains below the threshold for requiring provision of affordable housing. No change.

- Leisure and Community – A contribution of £5k towards the improvement of recreation facilities at King George Recreation Area, Wargrave (n.b. this is only a request and will not be pursued if the applicant refuses to make a contribution).

- Affordable Housing – The panel felt that this was inappropriate for the site (n.b. subsequently confirmed by S.H.)

(iii) 45-49 Old Bath Road, Charvil (18 new dwellings, net gain 15) – Application F/2002/7913

Previous applications went to the SAI Panel for a net gain of 12 dwellings (September 2002). The Panel considered whether there should be any changes to the previous requests.

- Highways and Transportation – No change i.e. £50k towards local highway improvements/traffic calming.

- Education – There are still surplus places at the local primary schools therefore no contributions for this sector. However, the secondary contribution to Piggott Secondary (no surplus) to be increased from £26,371 to £31,162 due to increase cost multiplier.

- Leisure and Community – The previous contributions to be increased as follows:
  - £4500 towards off site play (previous was £3600)
  - £3750 teenage facilities (was £3000)

  A contribution towards library stock provision of £785.

- Affordable Housing – The proposal now exceeds the threshold and the Panel suggested 26% of the units to be affordable and transferred to an R.S.L. at not less than 90% T.C.I. (n.b. subsequently confirmed by SH with the alternative of 26% of service land transferred at nil cost).

(iv) [redacted] Change of use from Offices to Residential i.e. 2 new houses plus 11 flats) – Application F/2003/8266

- Highways and Transportation – No intensification of use, therefore no contribution can be justified.

- Education – As seven of the flats are 1 bedroom this application is below the threshold – therefore no contribution.

- Leisure and Community – A contribution of £4k towards the improvement of recreation/open space facilities within Wokingham Town and £6k towards improvement of local community facilities.

- Affordable Housing – Below the threshold for affordable housing.

**Emy Circuit**

**From:** Chris Hamilton
**Sent:** 10 February 2003 10:38
**To:** Emy Circuit; Basia Polnik
**Subject:** S.106s

Thank you for your recent memos.

These are the contributions that we would seek from each of the proposed developments, for the enhancement of library provision:

F/2002/8266
13 dwellings x 2.5 residents x £20 = £650

O/2003/8388
40 dwellings x 2.5 residents x £20 = £2000

O/2003/8389
42 dwellings x 2.5 residents x £20 = £2100

Thanks

Chris

**Chris Hamilton**
**Head of Libraries and Lifelong Learning**
**Wokingham District Council**
**Shute End, Wokingham, Berks RG40 1WN**

**Office Tel: 0118 974 6261 Office Fax: 0118 974 6259**
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**CONFIDENTIAL**

# Brief Notes of SAI Group Meeting – 31st March 2003

Present: Colin Lawley (Legal)
Jim Dunning (Planning)
Steve McMillan (Highways)
Marc Sartorio (Corporate Property)
Iain Root (Leisure)
Helen Rowlay (Education)

Apologies: Sarah Hollamby (Housing)

ACTION

**1) Notes of Previous Meeting**

Agreed.

**2) Reports**

D.C. briefing reports on planning applications were considered by the group and the following recommendations were made as to planning obligations: -

(i) Diddenham Manor Farm, Grazely (Change of use from Agriculture to B1 use, 1575m2) – Application F/2002/7347

- A previous application for change of use went to the SAI Panel in October 2002 but included a proposed extension (286m2) that has now been dropped.
- Highways/Transportation – the previous requirement for a contribution of £100k towards public transport has been discussed with the applicant who offered a minibus service between the site and Reading that could be used by local people. In light of this offer it would be difficult to maintain the requirement for the contribution but negotiations were continuing. KR / SMcM
- Community – no change to the previous requirement to secure permanent public and school access to adjoining field (if in the applicant's control/ownership).

(ii) Endalls Stud Farm, Blakes Road, Wargrave (Replacement Dwelling, Conversion of Barns and indoor Dressage Arena) – Application F/2002/8243

- Highway/Transportation – No contributions
- Education – Below the threshold (no contributions)

- Leisure and Community – A contribution of £5k towards the improvement of recreation facilities at King George Recreation Area, Wargrave (n.b. this is only a request and will not be pursued if the applicant refuses to make a contribution).

- Affordable Housing – The panel felt that this was inappropriate for the site (n.b. subsequently confirmed by S.H.)

(iii) 45-49 Old Bath Road, Charvil (18 new dwellings, net gain 15) – Application F/2002/7913

Previous applications went to the SAI Panel for a net gain of 12 dwellings (September 2002). The Panel considered whether there should be any changes to the previous requests.

- Highways and Transportation – No change i.e. £50k towards local highway improvements/traffic calming.

- Education – There are still surplus places at the local primary schools therefore no contributions for this sector. However, the secondary contribution to Piggott Secondary (no surplus) to be increased from £23,371 to £31,162 due to increase cost multiplier.

- Leisure and Community – The previous contributions to be increased as follows:
  - £4500 towards off site play (previous was £3600)
  - £3750 teenage facilities (was £3000)

  A contribution towards library stock provision of £765.

- Affordable Housing – The proposal now exceeds the threshold and the Panel suggested 26% of the units to be affordable and transferred to an R.S.L. at not less than 90% T.C.I. (n.b. subsequently confirmed by SH with the alternative of 26% of service land transferred at nil cost).

(iv) 16 Shute End, Wokingham (Change of use from Offices to Residential i.e. 2 new houses plus 11 flats) – Application F/2003/8266

- Highways and Transportation – No intensification of use, therefore no contribution can be justified.

- Education – As seven of the flats are 1 bedroom this application is below the threshold – therefore no contribution.

- Leisure and Community – A contribution of £4k towards the improvement of recreation/open space facilities within Wokingham Town and £6k towards improvement of local community facilities.

- Affordable Housing – Below the threshold for affordable housing.

(v) 140-148 Evendons Lane, Wokingham (10 houses, net gain 5) – Application F/2003/8344

- A previous application for 11 houses (net gain of 6) was considered by the Panel in January 2002. The Panel considered whether there should be any changes to the previous requests for contributions.
- Highways and Transportation – No change to required contribution of £15k (part to provide a toucan crossing on Finchampstead Road)
- Education – No contribution (below the threshold).
- Leisure and Community – No change to the previous contribution of £3k towards local play facilities, but requirements have moved on and there is a need for additional contribution of £3k for provision of teenage facilities in the area.
- Affordable Housing – Below the threshold (no contribution) (SH subsequently confirmed).

(vi) 33-41 Arbor Lane, Winnersh, Wokingham (28 dwellings, net gain 23) – Application F/2003/8457

- Highways and Transportation – A contribution of £50k required towards the improvement of several key junctions and local transport initiatives.
- Education – HR advised after the meeting that contribution would be required for provision of places at Winnersh Primary School £77,585 and Holt and Forest Secondary Schools, £44,795.
- Leisure and Community – A contribution of £7.5k for improvement of local play facilities/areas and £12k towards provision of teenage facilities and equipment.

  A contribution of £1175 towards library book stock
- Affordable Housing – The Panel considered that 26% of the units should be provided as affordable housing on the usual basis or 26% free and serviced land (subsequently confirmed by SH).

(vii) Castle House Research Centre, Willow Drive, Twyford (Demolition and erection of 10 houses) – Application O/2003/8399

- A previous application was submitted for 6 flats and 6 houses in December '02. The Panel considered whether there should be any changes to the previous requests for contributions.
- Highways and Transportation – The development would not

increase traffic movements, therefore no contribution could be justified.

- Education – There are a surplus of places at the local primary schools (Polehamptons) and therefore no contribution for this sector. However, a contribution of £19,476 towards Piggott Secondary School.

- Leisure and Community – A contribution of £5k towards improvement of local play/open space (as before). Plus a new contribution of £6.5k towards provision of teenage facilities and/or improvement to Loddon Hall.

  A library contribution of £500k (this to be confirmed by IR) — IR

- Affordable Housing – Below the threshold.

(viii) 16 Warren Road, Woodley (55 dwellings, net gain 53) – Application F/2002/8228

- Numerous applications have been submitted for development of this site. The following are updates on the last two applications:

- Highways and Transportation – A contribution of £80k for traffic calming, junction improvements and pedestrian facilities. (n.b. Keith Rogers subsequently advised this should be increased to £126,250).

- Education – HR to provide figures. — HR

- Leisure and Community – A package of contributions are required namely: -
  - A LEAP on site or £45k contribution towards provision of this at Woodford Park.
  - £28.5k for improvement to existing open spaces (underprovision on site).
  - £47.5k towards Oakwood Community Centre, Woodford Park.
  - £2.7k toward provision of library book stock.

- Affordable Housing – The applicants offer of affordable housing provision is acceptable.

(ix) CE Tag Lane, Hare Hatch, Wargrave (Redevelopment of Warehouse with 16 houses) – O/2003/8475

- Highways and Transportation – Safety issues at junction to be addressed and a small contribution required towards sustainable transport (KR to specify). — KR

- Education – Small amount of surplus places at local primary

school, therefore a contribution of £6816. Secondary contribution of £31,162 for Piggott Secondary School.

- Leisure and Community – No provision within 2 miles, contributions required for improvement to play/open space of £5k and £7k towards community/teenage facilities.

  £800 towards provision of library book stock.

- Affordable Housing – 26% of units to be affordable housing on the usual basis (or free and serviced land).

(x) Dowles Green, Keephatch Road, Wokingham (40 dwellings) – Application O/2003/?

- The site is part of a larger area identified for housing development in the Local Plan (total number 150 dwellings). The Panel thought the two sites should be regarded as one for SAI purposes where appropriate.

- Highways and Transportation – A contribution of £40k towards improving local public transport and in addition works to improve the local footway (provided by the Developer as part of the scheme).

- Education – Keephatch Primary School has surplus accommodation which is being removed. HR to check the position and advise further.

HR

- Leisure and Community – The total requirement for the on site open space/play areas (2 leaps) and provision of playing field/pitches to be assessed for the whole development 150 houses. An agreement is required with the two Developers as to who provides what. (n.b. a planning brief is needed for this and the transport/highway aspects).

JD /Planning

- Affordable Housing – 26% of units to be affordable (or 26% free and serviced land) on the basis described previously (SH confirms).

(xi) Questech, Eastheath Avenue, Wokingham (10 flats and 3 houses) – Application O/2003/8572

- The application involves the redevelopment of an existing industrial property.

- Highways and Transportation – There will be little or no increase in traffic therefore only a small contribution required of £20k towards improvements of local footways.

- Education – A contribution of £42,722 for local primary school (Wescott Infants and Westende Junior). No secondary

contributions.

- Leisure and Community – A contribution for improvement of local play facilities at Barkham Recreation Ground £4.5k and £5k towards teenage facilities.

  A contribution of £660 towards library book stocks.

- Affordable Housing – Below the threshold.

(xii) 4, 6, & 6a Glebelands Road, Wokingham (22 apartments and 16 houses) – Application F/2003/8358

- The development is exclusively for people of retirement age.

KR

- Highways and Transportation – A contribution of c. £30k required to improve access and mobility around the Town Centre (KR to advise further).

- Leisure and Community – A contribution of £10k towards improvements at Cantley Park, £2k towards library book stock and £5k for life long learning (Bracknell and Wokingham College).

- Education – None on the basis that tenure is restricted to elderly occupiers.

- Affordable Housing – The Panel suggested an off site contribution (SH subsequently advises that following negotiations with the Developer a contribution of £360k has been agreed).

(xiii) Rushtons Farm, Warren House Road, Wokingham (Change of use to Industrial – 1926m2) – Application F/2003/8418

- Highways and Transportation – Physical improvements required to access into the site. No contributions.

- Education – None.

- Leisure and Community – A contribution of £5k towards improvement at Cantley Recreation Ground (providing the application site area is 1ha or above).

- Affordable Housing – None.

(xiv) 6 Headley Road, Woodley (12 flats – conversion of retail unit) – Application F/2003/8371

- Highways and Transportation – No contribution.

- Education – Below the threshold (some units are 1 bedroom).

- Leisure and Community – A contribution of £4k for Woodley TCMI and/or improvements to Oakwood Community Building. £600 for library book stock.

- Affordable Housing – Below the threshold

**3) AOB**

- An application was briefly discussed by the Panel for the residential and retail conversion/redevelopment at Peach Street and Rose Street, Wokingham.

- In particular the offer of S106 contributions made by the Developer.

  It was recommended that the Education, Transport offers be accepted. However, no offer was made for affordable housing and a separate meeting was needed with the Developer to discuss this. An off site contribution was considered by the Panel as more appropriate, given this was a mixed development.

MS/KL
Apr 03

**CONFIDENTIAL**

# Brief Notes of SAI Group Meeting – 31st March 2003 – Amendments to minutes

**To :** All members of SAI Group, plus DC Officers

The following amendments/corrections to the minutes were agreed at the SAI meeting on 28th April '03, namely: -

- **Present** – Add "Basia Polnik (DC)".
- **Apologies** – Add "Keith Rogers".
- **Reports** – (iii) 45-49 Old Bath Road (F/2002/7913)
  - Education – amend figure for secondary contribution from "£31,162" to "£25,319".

(vi) 33-41 Arbor Lane (F/2003/8457)
- Education – amend figure for secondary contribution from "£77,585" to "£75,585".

(vii) Castle House Research Centre (O/2003/8399)
- Library – amend contribution from "£500k" to "£500".

(viii) 16 Warren Road (F/2002/8228)
- Education – add "nil contribution for primary sector and £56,481 for secondary".

MS/KL
28th April '03

**Emy Circuit**

**From:** Kirsty L'Estrange
**Sent:** 28 April 2003 13:59
**To:** Basia Polnik; Colin Lawley; Dave Hooper; Emy Circuit; Helen Rowlay; Iain Root; Jenifer Jackson; Jim Dunning; Keith Rogers; Kerrin Lithgow; Marc Sartorio; Sarah Hollamby; Trevor Watson
**Subject:** Meeting notes 31st March 2003 - Amendments/corrections

On behalf of Marc Sartorio:

Please see amendments to the previous notes agreed at this mornings SAI Group meeting.



SAInotes 31st Mar - amendments...

Regards
Kirsty

**Confidential**

# SAI PANEL BRIEFING NOTE

Application No: F/2003/8266 & LB/2003/8267

Location: 16 Shute End, Wokingham

Proposal: Change of use from B1(a) office to C3 residential to create two new houses and 11 flats with associated parking, plus first-floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site.

Applicant: Thirlstone Homes

Case Officer: Emy Circuit

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The application was received on 28.01.2003.

16 Shute End is a grade II listed building, located on a 0.12 hectare in Wokingham Town Centre. The buildings on the site comprise of the original house, which has a substantial modern extension at the rear, and a stable building, all of which are currently in B1(a) office use. The proposal is for a first-floor rear extension and conversion to residential use.

The original use of the building was as a dwelling and the stable has also been used as a dwelling in the past but there have been no recent applications for the conversion of the buildings to residential.

The proposed accommodation is as follows:

| Bedrooms | Main building | Stable building | Total |
|---|---|---|---|
| 1 | 7 (flats) | - | 7 (54%) |
| 2 | 4 (flats) | 1 (house) | 5 (38%) |
| 3 | - | 1 (house) | 1 (8%) |
| | | | 13 |

The main considerations for the SAI Panel are:

- **Access and Movement:** contributions/improvements to local infrastructure, No additional traffic impact ∴ no contribution
- **Public Open Space:** contributions for off site provision – none is proposed on site, £4,000 for play towards Elmsfield/Cantley/Joel community facilities - within town
- **Education/Community Facilities/Libraries:** possible contributions, below threshold if 1bed. not counted

SAI 31.3.03

- **Affordable Housing:** Wokingham is a settlement with a population of over 3,000: the number of dwellings proposed and site area are below the threshold for requiring provision of affordable housing.

Date: 26 September 2003

To: Harold Sanders – Urban Design & Conservation Officer

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We have received Revised Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, Wokingham.

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: Emy Circuit

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The new plans show the following: Amendments to cycle parking provision and bin storage. Drawing nos: TO 240 P1C, P2B, P3B, P4B, P5A, P12A, P14.

---

**For information only.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

PLANNING ISSUES ACCEPTABLE TO ME
EXTERNAL DETAILS TO BE AGREED, AS CONDITIONS,
AS PREVIOUSLY AGREED WITH CASE OFFICER

Harold Sanders
29. SEPT. 03.

Date: 26 September 2003

To: Case Officer

---

We have received Revised Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, Wokingham.

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: Emy Circuit

---

The new plans show the following: Amendments to cycle parking provision and bin storage. Drawing nos: TO 240 P1C, P2B, P3B, P4B, P5A, P12A, P14.

---

**For information only.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

(RING ONE)

REVISED PLANS | ADDITIONAL PLANS | MINOR AMENDMENTS | DETAILS TO COMPLY WITH CONDITIONS

App. No. F/2002/82606 Date Rec. 22 sept 2003

Location: 16 Shute End

Parish: Wokingham

Applicant:

Description of attached plans: amendments to cycle parking provision + bin storage (note to Adam - have discussed with Steve A in your absence + seems ok)

Drawing No's: TO 240 P1C, P2B, P3B, P4B, P5A, P12A, P14

## CONSULTEES

**Copies of plans will automatically be sent to Woodley Library, Part 1 Reg., Parish Council, Ward Councillors and the Case Officer unless specified.**

**Please tick which of the following you wish consulted.**

| | |
|---|---|
| Landscape & Trees | |
| Urb. Design & Conservation ← has plans already | ✓ |
| Highways needs plans | ✓ |
| Dinton Pastures | |
| Environmental Health | |

**OTHER INTERNAL / EXTERNAL CONSULTEES (EXCLUDING NEIGHBOURS)**

**A full set of plans will be sent to all consultees unless particular drawings No's are specified in the spaces above.**

NEIGHBOURS:

Date for Responses INFO ONLY

## FURTHER ACTION

Re-advertise App. Y / (N) (Delete as required)

Redate Application Y / (N) From:

New Site Notice Y / (N)

Revised Proposal Description:

CASE OFFICER EHC

Consultations Sent by Admin. on 26.09.PS.

Yellow - Case Officer Copy
Green - Part One Copy

Date: 12 September 2003 15 SEP 2003

To: Harold Sanders – Urban Design & Conservation

---

We have received Revised & Additional Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, , Wokingham.

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: Emy Circuit

---

The new plans show the following: Revised layout to show cycle and refuse stores, floor plans showing existing features and new build, amendments to roof lights and entrance gates. Additional drawings showing existing elevations to the south and west of existing office block to the front. Drawing nos: TO 240 P1B, P2A, P3A, P4A, P6A, P7A, P11, P12, P13.

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**Comments are required by 22/09/2003.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

CYCLE AND REFUSE LOCATION IS AT MAIN ENTRANCE TO CAR PARK + UNITS 6 – 10. LOW-KEY GARDEN TYPE STRUCTURE PREFERRED + VISUAL LINK TO ENCLOSURE TO LIMIT 10+ – IE FENCE NOT WALL

PLANNING ISSUES ACCEPTABLE TO ME IF CYCLE / REFUSE STORES REVISED + DETAILS OF EXTERNAL WORKS / LANDSCAPE, NEW ENTRANCE GATE PROVIDED AS A CONDITION OF ANY PLANNING APPROVAL

Harold Sanders

14. 09. 03

EXTERNAL STAIRCASE TO BASEMENT TO REMAIN

Date: 10 September 2003 11 SEP 2003

To: Harold Sanders – Urban Design & Conservation Officer

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We have received Revised & Additional Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, , Wokingham.

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: Emy Circuit

---

The new plans show the following: Revised elevations and existing floor plans for office block. Drawing nos: INT PL002, INT PL003, TO 240 P9, TO 240 P5.

---

**For information only.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

PL 002 EX. GROUND FLOOR + BASEMENT.
PL 003 EX. FIRST + SECOND FLOOR
TO 240 P5. ELEVATION A + B. — NEW REVISED
TO 240 P 9. ELEVATIONS TO STABLE NEW ELEVATIONS.

ADDITIONAL INFORMATION — SEE LATER COMMENTS.

01403211753

REPLY BY
1 OCT 2003

729 80

# FAX TRANSMISSION

To Anna Cronin

Date 17 September 2003

Fax 0118 974 6484

From Andrew Atkins

Pages (inc. cover) 3

*Please check that you have received the number of sheets shown*

*Confidentiality Notice:*
*This fax and the information it contains may be confidential and is intended solely for the use of the named addressee. If you have received this fax in error, please contact us immediately by telephone or fax. You should not disclose the contents to any person nor make any copies.*

Please see attached.

Kind regards,

ANDREW ATKINS
Development manager

Emily has spoken to Mr Atkins since this came in, around 11.00/12.00. She explained the situation & that Harold is trying to speak to the other person. Emily said there's probably no further action you need take at the moment. Harold's trying to speak to him today.

SB 17/9

Berkeley Homes (Southern) Limited, Broadlands Business Campus, Langhurstwood Road, Horsham, West Sussex RH12 4QP
Tel: 01403 211240 Fax: 01403 211753

THIRLSTONE
HOMES

Mrs Anna Cronin
Head of Planning and Transportation
Wokingham District Council Civic Offices
Shute End
Wokingham
RG40 1BN

Our Ref AA/tah

17th September 2003

Dear Mrs Cronin,

BY FAX AND POST

Land at Thirlstone House, 16 Shute End, Wokingham
Application refs 2002 / 8266 & 2002 / 8267

I have been passed a copy of your letter of the 11th September, addressed to my colleague Norman Shelley, and I write having called you twice yesterday to discuss this. The sentiments contained in this letter are appreciated, but I must stress are not being matched by the conduct of your team. Emi Circuit has again been away from the office for a prolonged period, whilst Harold Sanders has advised that all of his discussions with ourselves must be routed through the case officer. Contrary to your letter Mr Sanders therefore isn't liasing with us as suggested, and despite numerous phone calls on the part of my colleague Norman Shelley, it is apparent that Mr Sanders has no intention of speaking to us directly in order to expedite dealings in this case. This is a great disappointment to us and one which we cannot understand as all of our dealings to date with both Emi and Harold have been friendly and co-operative.

I have attached a copy of my letter of almost a month ago to Jennifer Jackson, when following further delays I was reduced to seeking the input of senior officers to get this matter prioritised. Following this letter we met with both officers on the 27th August, since which there has been abundant time for them to advise upon what further information or clarification they require.

Given the absence of progress in this matter I seek your assurances that officers will allocate the necessary time to the case, and that the scheme will be recommended for approval at the 1st October committee.

I am extremely grateful for your prompt attention in this matter.

Yours sincerely,

ANDREW ATKINS
Development Manager
Encl

THIRLSTONE HOMES LTD
Broadlands Business Campus, Langhurstwood Road, Horsham, West Sussex RH12 4QP
T: 01403 211240 F: 01403 211753

Mrs J Jackson
Senior Planning Officer, North Area Team
Wokingham District Council Civic Offices
Shute End
Wokingham
RG40 1BN

Our Ref AA/tah

19th August 2003

Dear Jennifer,

BY HAND

Land at Thirlstone House, 16 Shute End, Wokingham
Application refs 2002 / 8266 & 2002 / 8267

You will no doubt be aware of the above application, the processing of which is being managed by your colleague Emi Circuit. Whilst I cannot be anything other than complimentary in Emi's handling of the application to date, I understand that you are her team leader, and in this regard would like to request your assistance in ensuring this matter is placed before the forthcoming committee on September the 10th.

Following lengthy, although I would stress non-adversarial negotiations with both Harold Sanders and Emi, a final set of revised drawings were submitted to you on the 25th June. Regrettably I understand that holiday periods have resulted in the feedback from consultation, and preparation of the committee report being delayed. After her return to the office yesterday I was informed by Emi that she hoped to complete her report by this Friday's deadline for matters under consideration on the 10th September, but could not be certain of this.

Whilst I appreciate their may well be exceptional circumstances resulting in the slow progress in this matter, I would be most grateful if as her senior officer you could ensure that sufficient time is set aside in Emi's schedule to ensure that the above report is prepared in good time to meet the reporting deadline.

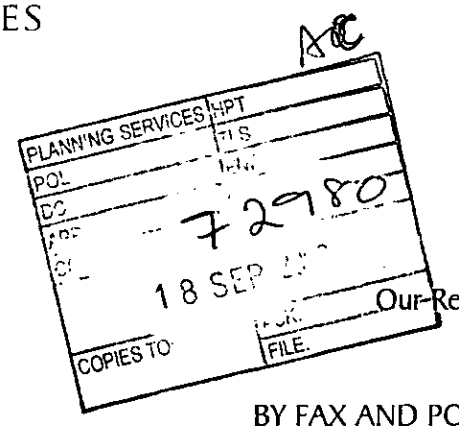
The 10th September committee is approximately 11 weeks after our revised drawings were submitted, and I hope I can rely on your assistance, in ensuring this matter is not prolonged beyond this point.

With best wishes and thanks.

Yours sincerely.

ANDREW ATKINS
Development Manager

THIRLSTONE
HOMES




Mrs Anna Cronin
Head of Planning and Transportation
Wokingham District Council Civic Offices
Shute End
Wokingham
RG40 1BN
17th September 2003

Our Ref AA/tah

Dear Mrs Cronin,

BY FAX AND POST

Land at Thirlstone House, 16 Shute End, Wokingham
Application refs 2002 / 8266 & 2002 / 8267

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I have attached a copy of my letter of almost a month ago to Jennifer Jackson, when following further delays I was reduced to seeking the input of senior officers to get this matter prioritised. Following this letter we met with both officers on the 27th August, since which there has been abundant time for them to advise upon what further information or clarification they require.

Given the absence of progress in this matter I seek your assurances that officers will allocate the necessary time to the case, and that the scheme will be recommended for approval at the 1st October committee.

I am extremely grateful for your prompt attention in this matter,

Yours sincerely,

ANDREW ATKINS
Development Manager
Encl

THIRLSTONE HOMES LTD
Broadlands Business Campus, Langhurstwood Road, Horsham, West Sussex RH12 4QP
T: 01403 211240 F: 01403 211753

Registered Office, Berkeley House, 19 Portsmouth Road, Cobham, Surrey KT11 1JG. Registered in England and Wales Number 2473287 A member of Thirlstone PLc

Mrs J Jackson
Senior Planning Officer, North Area Team
Wokingham District Council Civic Offices
Shute End
Wokingham
RG40 1BN

Our Ref AA/tah

19th August 2003

Dear Jennifer,

BY HAND

Land at Thirlstone House, 16 Shute End, Wokingham
Application refs 2002 / 8266 & 2002 / 8267

You will no doubt be aware of the above application, the processing of which is being managed by your colleague Emi Circuit. Whilst I cannot be anything other than complimentary in Emi's handling of the application to date, I understand that you are her team leader, and in this regard would like to request your assistance in ensuring this matter is placed before the forthcoming committee on September the 10th.

Following lengthy, although I would stress non-adversarial negotiations with both Harold Sanders and Emi, a final set of revised drawings were submitted to you on the 25th June. Regrettably I understand that holiday periods have resulted in the feedback from consultation, and preparation of the committee report being delayed. After her return to the office yesterday I was informed by Emi that she hoped to complete her report by this Friday's deadline for matters under consideration on the 10th September, but could not be certain of this.

Whilst I appreciate their may well be exceptional circumstances resulting in the slow progress in this matter, I would be most grateful if as her senior officer you could ensure that sufficient time is set aside in Emi's schedule to ensure that the above report is prepared in good time to meet the reporting deadline.

The 10th September committee is approximately 11 weeks after our revised drawings were submitted, and I hope I can rely on your assistance, in ensuring this matter is not prolonged beyond this point.

With best wishes and thanks,

Yours sincerely,

ANDREW ATKINS
Development Manager

Date: 12 September 2003

To: Highways

---

We have received Revised & Additional Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, , Wokingham.

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: Emy Circuit

---

The new plans show the following: Revised layout to show cycle and refuse stores, floor plans showing existing features and new build, amendments to roof lights and entrance gates. Additional drawings showing existing elevations to the south and west of existing office block to the front. Drawing nos: TO 240 P1B, P2A, P3A, P4A, P6A, P7A, P11, P12, P13.

---

**Comments are required by 22/09/2003.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

The northern cycle store does not appear to be 1.8 metres ~~long~~ wide which is the minimum required to park cycles. Therefore this should be increased in width or vertical cycle storage used. Details required.

AR 18/9/03.

Date: 12 September 2003

To: Case Officer

---

We have received Revised & Additional Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, , Wokingham.

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: Emy Circuit

---

The new plans show the following: Revised layout to show cycle and refuse stores, floor plans showing existing features and new build, amendments to roof lights and entrance gates. Additional drawings showing existing elevations to the south and west of existing office block to the front. Drawing nos: TO 240 P1B, P2A, P3A, P4A, P6A, P7A, P11, P12, P13.

---

**Comments are required by 22/09/2003.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

---

Emy:- Made up the description from the enclosed letter - hope it's OK.

Penny.

(RING ONE)

REVISED PLANS | ADDITIONAL PLANS | MINOR AMENDMENTS | DETAILS TO COMPLY WITH CONDITIONS

App. No. F/2003/82606 (2) | Date Rec. 29 August 2003

Location: 16 Shute End

Parish: Wokingham

Applicant: Thurstone Homes

Description of attached plans:

Drawing No's: TO 240 P1B, P2A, P3A, P4A, P6A, P7A, P11, P12, P13

## CONSULTEES

**Copies of plans will automatically be sent to Woodley Library, Part 1 Reg., Parish Council, Ward Councillors and the Case Officer unless specified.**

**Please tick which of the following you wish consulted.**

| | |
|---|---|
| Landscape & Trees | |
| Urb. Design & Conservation | ✓ |
| Highways | ✓ |
| Dinton Pastures | |
| Environmental Health | |

**OTHER INTERNAL / EXTERNAL CONSULTEES**
**(EXCLUDING NEIGHBOURS)**

**A full set of plans will be sent to all consultees unless particular drawings No's are specified in the spaces above.**

NEIGHBOURS: 10 days

Date for Responses ~~14 days~~

## FURTHER ACTION

Re-advertise App. Y / (N) (Delete as required)

Redate Application Y / (N) From:

New Site Notice Y / (N)

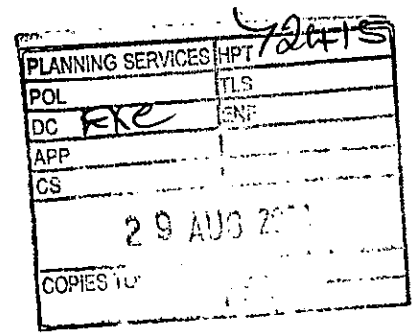
Revised Proposal Description:

CASE OFFICER: EXC

Consultations Sent by Admin. on: 12.09.03

Yellow - Case Officer Copy
Green - Part One Copy

THIRLSTONE
HOMES




District Planning Officer
Wokingham District Council
PO Box 157
Shute End
Wokingham RG40 1WR
FAO Ms E Circuit, Planning Officer

Our Ref NWS/tah

29 August 2003

8267
E-8266.
REVISED PLAN

Dear Sir

Land at Thirlstone House, 16 Shute End, Wokingham
Planning Application Reference Nos. 2002/8266 & 2002/8267

Following our meeting on Wednesday afternoon, together with Mr Harold Saunders, we are now pleased to enclose amended drawings detailing the revisions discussed.

For completeness, we enclose 11 copies of each so that the relevant drawings may be substituted for the ones already in your possession, together with the three additional drawings, nos. 11, 12 and 13, which illustrate existing elevations to the south and west of the existing office block to the front. Also enclosed is a revised elevation of the western elevation, showing the proposals to accommodate the cycles and refuse.

With regard to the sound insulation to the floors in the conversion to the office block fronting Shute End, this will be in accordance with Floor Treatment 2, Platform Floor, with absorbent material, all as section 4 of the approved document E of the Building Regulations 2000, 2003 edition.

With regard to the fire resistance to the doors within this part of the building, we shall be investigating the use of intumescent seals and fire resistant paints, so that where possible, any existing doors which need to have a fire resistance can be treated. As an alternative, we are looking to provide suitable doors to reflect the style and period of the building.

We trust the enclosed affords sufficient information and that you are able to set this before the planning committee on 10 September 2003. However, should you require any further details, please contact me.

Yours faithfully

N W SHELLEY
Planning & Design Manager

Tel. (0118) 974 6425 (Direct Line)
Fax. (0118) 974 6484
Email. Anna.Cronin@wokingham.gov.uk
Date 11 September 2003
My ref. AC/SB/F/2002/8266 & LB/2002/8267
Your ref. NWS/tah

X2621

Mr N W Shelley
Planning & Design Manager
Thirlstone Homes Ltd
Broadlands Business Campus
Langhurstwood Road
HORSHAM
West Sussex RH12 4QP

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham
http://www.wokingham.gov.uk

Dear Mr Shelley

**THIRLSTONE HOUSE, 16 SHUTE END, WOKINGHAM**
**PLANNING APPLICATION F/2002/8266 AND LB/2002/8267**

I am replying to your letter of 5 September in the absence of Trevor Watson, Development Control Manager, who is on leave.

While I can understand your concern over wishing to get these applications to the Development Control Committee as soon as possible, I know you are aware that some of the recent delay resulted from the inability of the case officer and the conservation officer to gain access to the building on an arranged site visit. Some details relating to the listed building application remain to be resolved, but the Conservation Officer, Mr Sanders will be liaising with you in relation to fire separation, sound insulation, drainage and ventilation of kitchens and bathrooms, flue outlets to heating units.

I can confirm that, subject to these listed building details being resolved in time, I envisage that the two applications will be recommended for approval to the Development Control Committee on 1 October. The case officer will also be working on that basis.

Yours sincerely

ANNA CRONIN
Head of Planning & Transportation

cc: Harold Sanders, Conservation Officer

THIRLSTONE
HOMES

TW

| | |
|---|---|
| PLANNING SERVICES | AC |
| PRI | |
| DC | |
| APP | |
| CL | 72621 |
| 08 SEP 2003 | |
| COPIES TO: | ACK: |
| | FILE: |

District Planning Officer
Environmental Services
Wokingham DC
PO Box 157
Shute End
Wokingham RG40 1WR

REPLY BY
22 SEP 2003

Our Ref NWS/tah

05 September 2003

Dear Sir

Land at Thirlstone House, 16 Shute End, Wokingham
Planning Application Ref Nos. 2002/8266 & 2002/8267

Emy

We are very concerned at the length of time it is taking to determine the applications lodged for the development at the above location. Details were submitted in December of 2002.

In June of this year, following meetings and discussions regarding the application, revised plans were submitted on 25 June 2003, and we were hoping that these details would go to committee on 30 July 2003. However, because the details needed to be re-advertised, we were hopeful that they would be placed before the committee on 20 August 2003. Because of workload and annual leave taken by the planning officer dealing with the application, this was not achieved.

Since that date, your planning department have required further amendments to the drawings and these were carried out promptly and submitted to you in the hope that they would go to the planning committee on 10 September 2003. We have now learned that this will not be achieved.

Would you please confirm that this application will be set before the planning committee on 01 October 2003, with your favourable recommendation.

Should any further details be required to determine this application, your immediate response would be appreciated so that we can provide the necessary information.

THIRLSTONE HOMES LTD
Broadlands Business Campus, Langhurstwood Road, Horsham, West Sussex RH12 4QP
T: 01403 211240 F: 01403 211753

Registered Office, Berkeley House, 19 Portsmouth Road, Cobham, Surrey KT11 1JG. Registered in England and Wales Number 2473287 A member of Thirlstone PLc

I look forward to your reply.

Yours sincerely



N W SHELLEY
Planning & Design Manager

Emy: This caused a bit of confusion as there were 4 drawings and I wasn't sure what was revised. After discussion with Jeni decided to send all 4 out to cover ourselves. Harold helped me sort out what was revised & we made an executive decision!
HOPE YOU HAD A GOOD BREAK – WELCOME BACK!
Penny.

---

Amend description to include the extra 2 plans & elevations in the description:
Revised
Elevations & ~~existing~~ existing floor plans for ~~existing~~ office block.

Date: 10 September 2003

To: Case Officer

---

We have received Revised & Additional Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, , Wokingham.

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: Emy Circuit

---

The new plans show the following: Revised elevations and existing floor plans for office block. Drawing nos: INT PL002, INT PL003, TO 240 P9, TO 240 P5.

---

**For information only.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

(RING ONE)

REVISED PLANS | ADDITIONAL PLANS | MINOR AMENDMENTS | DETAILS TO COMPLY WITH CONDITIONS

App. No. F/2002/82060 Date Rec. 22 Aug 2003

Location: Ile Shute End

Parish: Wokingham

Applicant: Thwistone Homes

Description of attached plans: proposed elevations omitted from ~~consultation dated~~ 2 July 2003 & ~~retained~~ existing plans (INT PL002 & INT PL003) of main house

Drawing No's: TO240P5 & TO240P9

## CONSULTEES

**Copies of plans will automatically be sent to Woodley Library, Part 1 Reg., Parish Council, Ward Councillors and the Case Officer unless specified.**

**Please tick which of the following you wish consulted.**

| | |
|---|---|
| Landscape & Trees | |
| Urb. Design & Conservation | ✓ |
| Highways | |
| Dinton Pastures | |
| Environmental Health | |

**OTHER INTERNAL / EXTERNAL CONSULTEES (EXCLUDING NEIGHBOURS)**

**A full set of plans will be sent to all consultees unless particular drawings No's are specified in the spaces above.**

NEIGHBOURS: All who have commented please

Date for Responses info only

## FURTHER ACTION

Re-advertise App. Y (N) (Delete as required)

Redate Application Y (N) From:

New Site Notice Y (N)

Revised Proposal Description:

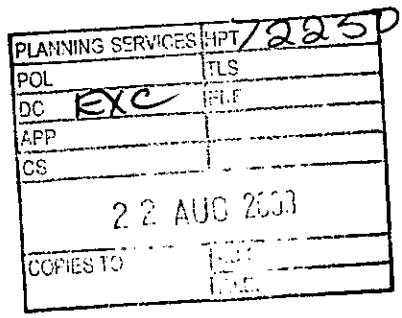
CASE OFFICER Exc

Consultations Sent by Admin. on 10.09.03

*Yellow* - Case Officer Copy
Green - Part One Copy

Berkeley Homes (Southern) Limited
Broadlands Business Campus
Langhurstwood Road
Horsham
West Sussex
RH12 4QP

Telephone: 01403 211240
Facsimile: 01403 211753
www.berkeleyhomes.co.uk




District Planning Officer
Wokingham District Council
PO Box 157
Shute End
Wokingham RG40 1WR
FAO Ms E Circuit, Planning Officer

REVISED PLAN Our Ref NWS/tah

ADDITIONAL PLAN
O-8266

21 August 2003

Dear Sir

Land at Thirlstone House, 16 Shute End, Wokingham
Planning Application Ref Nos. 2002/8266 & 2002/8267

Following our telephone conversation to date, please find enclosed 11 copies of drawing no. P5, the elevations A & B, and 11 copies of drawing no. P9, which illustrate the elevations of the stable block.

Also enclosed are 11 copies of the floor plans of the existing office block. Should you require any further information, please contact me.

Yours faithfully

N W SHELLEY
Planning & Design Manager

enc

**Emy Circuit**

**From:** Emy Circuit
**Sent:** 29 August 2003 17:20
**To:** 'andrew.atkins@berkeleygroup.co.uk'
**Cc:** Jenifer Jackson; Harold Sanders
**Subject:** 16 Shute End, Wokingham applicaitons F/203/8266 and LB/2002/8267

Andrew,

I received the latest plans today and have spoken to Harold Sanders about them but unfortunately I have not been able to tie up all the ends, to meet the final deadline for the meeting of the Development Control Committee on 10 September. I apologise for this.

Harold has a few outstanding concerns regarding listed building matters and I have asked him to liase with Normal Shelley while I am away. I have set aside the Monday to work on the applications and hopefully to finish the report, so the applications can be reported to the committee on 1 October.

Emy

Emy Circuit
Senior Planning Officer, Development Control
Wokingham District Council

Tel: (0118) 974 6479
Fax: (0118) 974 6484
emy.circuit@wokingham.gov.uk
www.wokingham.gov.uk

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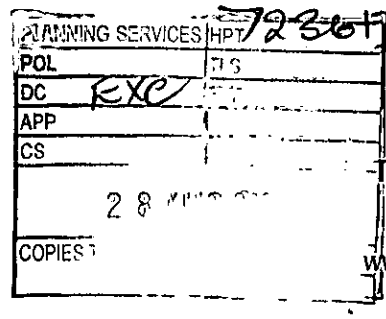


District Planning Officer
Wokingham District Council
PO Box 157
Shute End
Wokingham RG40 1WR
FAO Ms E Circuit, Planning Officer

Our Ref NWS/tah

26 August 2003

Dear Sir

Land at Thirlstone House, 16 Shute End, Wokingham
Planning Application Reference Nos. 2002/8266 & 2002/8267

Following our recent telephone conversation, please find enclosed a copy of the site layout plan for the above proposed development, amended to show the cycle store increased in size.

The structure will be constructed on a concrete base, with timber corner posts supporting a lean-to roof, constructed of plain tiles. This will accommodate cycles for the occupants of the flats nos. 1-5.

We trust this meets with your approval and these plans may be subject to substituted for the ones already in your possession to form part of the application.

Should you require any further details, please contact me.

Yours faithfully

N W SHELLEY
Planning & Design Manager

enc

Emy - didn't have chance to speak to you on this 72152
Just letting you know we've written. Committee when?
pl. leave me a note so I can call on my return.
Jen.

Berkeley Homes (Southern) Limited
Broadlands Business Campus
Langhurstwood Road
Horsham
West Sussex
RH12 4QP

Telephone: 01403 211240
Facsimile: 01403 211753
www.berkeleygroup.co.uk

andrew.a

Mrs J Jackson
Senior Planning Officer, North Area Team
Wokingham District Council Civic Offices
Shute End
Wokingham
RG40 1BN

19th August 2003

Our Ref AA/tah

BY HAND

Dear Jennifer,

Land at Thirlstone House, 16 Shute End, Wokingham
Application refs 2002 / 8266 & 2002 / 8267

You will no doubt be aware of the above application, the processing of which is being managed by your colleague Emi Circuit. Whilst I cannot be anything other than complimentary in Emi's handling of the application to date, I understand that you are her team leader, and in this regard would like to request your assistance in ensuring this matter is placed before the forthcoming committee on September the 10th.

Following lengthy, although I would stress non-adversarial negotiations with both Harold Sanders and Emi, a final set of revised drawings were submitted to you on the 25th June. Regrettably I understand that holiday periods have resulted in the feedback from consultation, and preparation of the committee report being delayed. After her return to the office yesterday I was informed by Emi that she hoped to complete her report by this Friday's deadline for matters under consideration on the 10th September, but could not be certain of this.

Whilst I appreciate their may well be exceptional circumstances resulting in the slow progress in this matter, I would be most grateful if as her senior officer you could ensure that sufficient time is set aside in Emi's schedule to ensure that the above report is prepared in good time to meet the reporting deadline.

The 10th September committee is approximately 11 weeks after our revised drawings were submitted, and I hope I can rely on your assistance, in ensuring this matter is not prolonged beyond this point.

With best wishes and thanks,

Yours sincerely,

ANDREW ATKINS
Development Manager

☎ 0118 974 6379 (Direct Line)

5th August, 2003

Barton Willmore Partnership
Beasheaf Furmore
Bourne Close
Calcot
Reading
RG31 7BW

**WOKINGHAM UNITARY**
**Aiming for Excellence**


| Access Officer |
|---|
| Environmental Services Department |
| Building Control |
| P.O. Box 155 |
| Shute End, Wokingham |
| Berkshire RG40 1WR |
| Tel: (0118) 974 6379 |
| Fax: (0118) 974 6385 |
| Minicom No: (0118) 974 6991 |
| DX: 33506 – Wokingham |
| Email: henry.knight@wokingham.gov.uk |


Dear Sir/Madam,

**Planning Application No: F/2002/8266**

**Address: Thirlstone House, 16 Shute End, Wokingham**

The above planning application has been reviewed for the provision of access and facilities for disabled people. The following comments are brought to your attention in order to incorporate potential improvements in access for disabled people into the proposed designs at the most cost effective point in the design process.

Comments made below may be material to a planning application, a requirement under the building regulations, examples of best practice with reference to BS8300, or general improvements likely to reduce an organisations liabilities under the Disability Discrimination Act (1995).

**Comments:**

1. That an external door providing access for disabled people has a minimum clear opening width of 775mm.
2. That all corridors, passages and internal doors meet the minimum width requirements detailed in Table 1 below.

Table 1 Minimum widths of corridors and passageways for a range of doorway widths

| Doorway clear opening width (mm) | Corridor/passageway width (mm) |
|---|---|
| 750 or wider | 900 (When approach head-on) |
| 750 | 1200 (When approach not head-on) |
| 775 | 1050 (When approach not head-on) |
| 800 | 900 (When approach not head-on) |

3. That any proposed staircase within an entrance storey satisfies the requirements of Part M2, para 7.7
4. To ensure that all switches and socket outlets are located so that they are easily reachable e.g. at a height between 450mm and 1200mm from finished floor level.
5. That in a building containing flats which does not contain a passenger lift, a stair suitable for use by disabled people (see Part M2, para 9.5) is provided.
6. That access is provided to a WC in the entrance storey or the principal entrance storey of a dwelling. The WC compartment should provide clear space for a wheelchair user to access the WC and the washbasin should not impede access (see diagrams 24-25 Part M3(1), para10.3)

The above comments are for information only and are provided in an attempt to encourage a more accessible design approach within the Wokingham District Area.

Should you wish to discuss any of the above issues please do not hesitate to contact me on (0118) 974 6379.

If you have any queries with regard to Planning requirements you can contact the planning officer on (0118) 974 6429.

If you have any queries with regard to the Building Regulations please contact the area building control surveyor on (0118) 974 6376.

Yours faithfully,

Henry Knight
Access Officer

**CC:** Emy Circuit - WDC Planning Dept.

Date: 02 July 2003 02 JUL 2003

To: Harold Sanders – Urban Design & Conservation Officer

---

We have received Revised Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, , Wokingham.

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: Emy Circuit

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The new plans show the following: Revised scheme with reduced number of dwellings, redevelopment of the southern part of the existing rear extension and revised parking layout. Drawing nos: TO 240 P1, TO 240 P2, TO 240 P3, TO 240 P4, TO 240 P6, TO 240 P7, TO 240 P8, TO 240 P10.

---

**Comments are required by 23/07/2003.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

IT WOULD BE HELPFUL IF A COPY OF THE EXISTING PLANS ARE AVAILABLE TO CHECK PROPOSALS PARTICULARLY IN RELATION TO THE HISTORIC ELEMENT OF THE PROPOSALS.

Harold Sanders

21. July. 03.

NOW PROVIDED HS 25. July. 03

Date: 02 July 2003 02 JUL 2003

To: Landscape & Trees

---

We have received Revised Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, , Wokingham.

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: Emy Circuit

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---

**Comments are required by 23/07/2003.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

NO TREE IMPLICATIONS BUT LANDSCAPE SCHEME SHOULD BE PROVIDED NOW TO INDICATE ENHANCEMENT OF PRESENT CAR PARK AREA WITH PLANTING PROPOSALS TO FOLLOW AS A CONDITION IF PROPOSAL ACCEPTABLE IN PLANNING TERMS.

Harold Jauden.

23. July 03.

**Emy Circuit**

**From:** Roger Johnson
**Sent:** 16 July 2003 09:23
**To:** Emy Circuit
**Subject:** RE: 16 Shute End, Wokingham, F/2003/8266

Emy,

Ideally any drainage serving more than 8 properties should be adopted by Thames Water, I doubt it will happen in this case but I would still like to see drainage proposals before they start on site.

Regards
Roger

-----Original Message-----
**From:** Emy Circuit
**Sent:** Tuesday, July 15, 2003 2:16 PM
**To:** Roger Johnson
**Subject:** 16 Shute End, Wokingham, F/2003/8266

Roger,

Re your comment of 11/7/03 that no foul drainage details have been provided - these are revised plans and the application form indicated that foul sewage would be disposed of to the existing system - you had no objection to the original scheme, subject to a condition requiring submission of details of foul sewage - would this remain the same (the number of dwellings proposed would be reduced from 13 proposed originally to 10 now)?

Emy

Emy Circuit
Senior Planning Officer, Development Control
Wokingham District Council

Tel: (0118) 974 6479
Fax: (0118) 974 6484
emy.circuit@wokingham.gov.uk
www.wokingham.gov.uk

Obs

| PLANNING SERVICES | HPT |
|---|---|
| POL | TLS |
| DC EXC | ENF |
| APP | |
| CS | |
| 18 JUL 2003 | |
| COPIES TO: | ✓ Already logged. |

Shute End House
Wokingham
Berkshire
RG40 1BJ

17 July 2003

Environmental Services Department
Planning Services
P.O.Box 157
Shute End
Wokingham
Berkshire RG40 1WR

Your ref. F/2002/8266

For the attention Emy Circuit

Dear Sirs

**Planning application for Change of Use, 16, Shute End**

I have inspected the revised planning application for the above property, and my objections remain as for the original application, ie that the proposed two storey extension over the existing single storey at the rear of the house would be detrimental to the scale and character of the adjoining properties and the Town Centre Conservation Area. The existing extension already dominates the area to the rear of 12 and 14 Shute End, and is clearly visible from the residential property of 10 Shute End, presenting as it does a plain brick wall on its eastern side. It is a requirement of the District's planning policy that alterations to listed buildings in the Wokingham Town Centre Conservation Area are either "desirable or necessary", and the application fails to meet either of these two criteria, even though the alteration is to a recent extension to the original Georgian property.

I suggest, therefore, that the application should be rejected on the grounds that it does not comply with the Council's policies for the Conservation Area and because its massing would adversely affect the character and setting of the Listed Buildings along Shute End.

Yours faithfully

S. Raggett

Stephen Raggett

EMY,

8266

Wishes to be informed when LA Signed.

Derek Clarke.
0118 9366629.

On Mailing list 18/12/03

ROMANS PROPERTY

I can do ~~this~~

Lynn

4 KING STREET LANE
WINNERSH
RG41 5AS

# Planning Message Pad

Message To: _____

Caller: _____

Tel No: _____

Of: _____

☐ Please Phone ☐ Will Call Back

☐ URGENT ☐ Has Called Before ☐ Is Upset/Angry

Application Reference/Site: _____

☐ General ☐ Pre-App Enquiry ☐ App in Progress ☐ Post-App Enquiry

☐ Complaint ☐ Duty ☐ Enforcement ☐ Other

Message:

Message Taken By: _____

Time: _____ Date: _____

| | |
|---|---|
| MAYRISE No 20039258. | MT |
| DATE REC'D -3 JUL 2003 | |
| ACK | |
| ANS'D | |
| FILE REF Drainage, Wokingham. | |

RJ.

Date: 02 July 2003

To: Roger Johnson - Drainage

---

We have received Revised Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, , Wokingham.

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: Emy Circuit

---

The new plans show the following: Revised scheme with reduced number of dwellings, redevelopment of the southern part of the existing rear extension and revised parking layout. Drawing nos: TO 240 P1, TO 240 P2, TO 240 P3, TO 240 P4, TO 240 P6, TO 240 P7, TO 240 P8, TO 240 P10.

---

**Comments are required by 23/07/2003.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

No Foul drainage details have been provided RJ 11/7/03

Rec'd 2/7
1+P

70822 21/7

REPLY REQUIRED

Date: 02 July 2003

EIG.

To: Policy & Plans

---

We have received Revised Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, , Wokingham.

Proposal: Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

Applicant: Thirlstone Homes C/O Barton Willmore Partnership.

Case Officer: Emy Circuit

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---

**Comments are required by 23/07/2003.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

The principle of conversion / subdivision of building for residential purposes is encouraged under Policy WH4. Change of use from employment generating use is acceptable under Policy WE118.
The revised scheme (with a reduction in the number of units) has a density in excess of 50 dph which is appropriate in this highly accessible location and sufficient variety of types of unit is maintained to comply with Policy WH6. It is below the thresholds for provision of affordable housing under Policy WH7
Overall acceptability of the scheme will hinge upon ① the impact on the listed building + the character of the Conservation Area and how it performs against policies WHE4, 10, 11, 12, 13, 15 + 16B. The reduction in units in the original building is likely to be beneficial + more likely to retain its integrity. The change of use to residential would return the building to its original use which is considered desirable.
② acceptability under highways policies WT2, WT3 + Appendix 7 + WT7.
Provided these outstanding issues are satisfied no policy objection to the proposal
R Gibbons 11/7/03

**Babtie Group**

School Green
Shinfield
Reading
Berkshire RG2 9HL
Tel 0118 988 1555
Fax 0118 988 1666

Babtie

Our ref Kgb02 Your ref As below

7th July 2003

70849

POL
DC RKC
APP
CS

Emy Circuit
Planning Services, Wokingham District Services
PO Box 157
Shute End
Wokingham
RG40 1WR

Dear Emy,

**APPLICATION F/2002/8266**
**Thirlstone House, 16 Shute End, Wokingham**

**Regulation 4 Town and Country Planning (Applications) Regulations 1988**
**ARCHAEOLOGICAL WATCHING BRIEF**

In line with advice contained in PPG16, Wokingham District Council Planning Policy WHE15 and 17 Development Affecting Archaeological Sites, Policy EN6 of the Berkshire Structure Plan, Policy LBE22 of the Loddon Area Local Plan. I would now advise you that the application site requires an Archaeological Watching Brief during excavation works for the proposed development. This should be by means of an archaeological watching brief to be completed once its results are submitted to yourselves this is to be secured by a condition on this application as per PPG16, Planning Conditions, Paragraph 30:

*"No development shall take place within the area indicated until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Planning Authority."*

I would advise you that the above application has potential archaeological implications. The site has the potential to contain Medieval remains and consequently requires an archaeological watching brief to be undertaken in order to establish the potential impact of the development on any remains present.

A brief for an archaeological Watching Brief was issued on 10th February 2003.

If you wish to discuss this matter, please contact me on 0118 988 1611.

Yours sincerely,

**Elizabeth Rowe**
**Archaeologist**

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Telford
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Ankara
Hong Kong
India
Jakarta
Kuala Lumpur
Manila
Prague
Singapore

**Babtie Group Ltd**
**Registered Office:**
95 Bothwell Street
Glasgow G2 7HX
Registered in Scotland
No: 141100

Recycled Paper

Date: 02 July 2003

To: Highways

---

We have received Revised Plans for the following planning application:

Application Number: F/2002/8266

Location: Thirlstone House 16, Shute End, , Wokingham.

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Case Officer: Emy Circuit

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---

**Comments are required by 23/07/2003.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

Comments.

1. Gates to be set back 5 metres from the highway boundary.
2. Further details of cycle store – To be secure & covered and able to accommodate 4 no. sheffield stands (also to be indicated), which may require it to be increased in size.

Revised plans required.

AK 4/7/03.

emailed Adam 6 July Re No 1.

Date: 02 July 2003

To: Case Officer

---

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---

**Comments are required by 23/07/2003.**

**Should you have any queries regarding this application please contact the case officer Emy Circuit on (0118) 974 6479.**

1970/0102

(RING ONE)

REVISED PLANS | ADDITIONAL PLANS | MINOR AMENDMENTS | DETAILS TO COMPLY WITH CONDITIONS

App. No. F/2002/82606 Date Rec. 26 JUNE 2003

Location: 16 Shute End

Parish: Wokingham

Applicant: Thirlstone Homes

Description of attached plans: Revised 'scheme' with reduced No of dwellings, & redevelopment of the southern part of the existing rear extension and revised parking layout

Drawing No's: TO 240 P1 / TO 240 P2 / TO 240 P3 / TO 240 P4 / TO 240 P6 / TO 240 P7 / TO 240 P8 / TO240 P9&10

## CONSULTEES

**Copies of plans will automatically be sent to Woodley Library, Part 1 Reg., Parish Council, Ward Councillors and the Case Officer unless specified.**

**Please tick which of the following you wish consulted.**

| | |
|---|---|
| Landscape & Trees | ✓ |
| Urb. Design & Conservation | ✓ |
| Highways | ✓ |
| Dinton Pastures | ✓ |
| Environmental Health | ✓ |

**OTHER INTERNAL / EXTERNAL CONSULTEES (EXCLUDING NEIGHBOURS)**

Housing, Leisure, Policy, Archaeology, Drainage, Access, Police, Thames Water, RBFR

**A full set of plans will be sent to all consultees unless particular drawings No's are specified in the spaces above.**

NEIGHBOURS: all who have commented please + W'ham Chamber of Commerce

Date for Responses 21 days

## FURTHER ACTION

Re-advertise App. (Y) / N (Delete as required)

Redate Application Y / (N) From: _____

New Site Notice (Y) / N

Revised Proposal Description: Change of use from B1(a) office to C3 residential to create 10 dwellings (five flats & five houses) with associated parking, partial demolition and rebuilding of rear extension, new pedestrian access gate

CASE OFFICER: Exc

Consultations Sent by Admin. on: 02.07.03

Yellow - Case Officer Copy
Green - Part One Copy

# Planning Application



**Received by Wokingham District Council**

## Application No: F/2002/8266

**Proposal:**
Proposed change of use from (B1a) office to (C3) residential to create 10 dwellings (five flats & five houses) with associated parking; partial demolition and rebuilding of rear extension; new pedestrian access gate.

**Location:**
Thirlstone House 16, Shute End, Wokingham.

**The application is available for inspection at Wokingham District Council's offices during the following times:**

**PLANNING DEPARTMENT, SHUTE END, WOKINGHAM TEL (0118) 974 6428**
**8.30 - 5.00 Monday - Thursday & 8.30 - 4.00 Friday**

**WOODLEY LIBRARY HEADLEY ROAD WOODLEY 9.30am - 7.00pm Mon, Thurs & Fri. 9.30am - 5.00pm Tues, 9.30am - 1.00pm Saturday and 1.00pm - 4.00pm Sunday. Library closed all day Wednesday. If you intend to view this application at Woodley Library please allow 4 days from the date of this letter for delivery of plans and remember to quote application number F/2002/8266 to enable the library staff to locate the correct information.**

**Comments should be sent in writing QUOTING THE APPLICATION NUMBER to the Case Officer Emy Circuit P.O. Box 157 Council Offices, Shute End, Wokingham Berkshire, RG40 1WR to arrive on or before 23/07/2003. Written comments submitted will become available for public inspection.**

**In view of the very large number of planning applications and letters of comment received, it will not be possible for an individual reply to be issued to observations made. However any comments will be taken into account when the application is determined and you will be notified of the decision.**

**Trevor Watson**
**Development Control Manager**

**02 July 2003**

# Revised Plans

THIRLSTONE
HOMES

PLANNING SERVICES HPT 70479
TLS
EXC ENF
26 JUN 2003
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FILE:

Wokingham District Council
Civic Offices
Shute End
Wokingham
Berkshire RG40 1BN
F.A.O. Ms E Circuit, Planning Officer

Our Ref NWS/tah/T240

25 June 2003

**REVISED PLAN**

8266
8266
8267

Dear Ms Circuit

Land at Thirlstone House, 16 Shute End, Wokingham
Planning Application Ref Nos. 2002/8266 & 2002/8267

Following recent meetings and discussions regarding the above application, we have now looked again at the scheme and have carried out amendments to the conversion of the existing office to the rear to 3 no. terraced houses.

Two of these units will be two-bedroom houses and the third having three bedrooms with an area of private garden to the south.

I met Mr Harold Saunders on site and looked around the stables block and discussed the detail with him and copies of the existing building and proposed conversion are enclosed.

In order to reduce the area of hard surfacing within the scheme, the reduction in the number of units now proposed has enabled us to incorporate planted areas, together with an amenity area in the south-east corner of the site.

The existing entrance gates will stay in position and we wish to provide a new pedestrian gate to the eastern side.

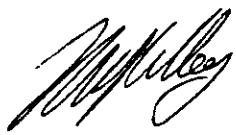
As the overall scheme has now been reduced to 10 units, please find enclosed a full set of revised drawings which we would be pleased if you would substitute for the ones already in your possession and process the detailed application and listed building application accordingly. Eleven copies of the plans are enclosed.

THIRLSTONE HOMES LTD
Broadlands Business Campus, Langhurstwood Road, Horsham, West Sussex RH12 4QP
T: 01403 211240 F: 01403 211753

Registered Office, Berkeley House, 19 Portsmouth Road, Cobham, Surrey KT11 1JG Registered in England and Wales Number 2473287 A member of Thirlstone PLC

We trust our proposals now meet with your approval but should you require any further information, please contact me.

Yours sincerely



**N W SHELLEY**
Planning & Design Manager

enc

THIRLSTONE
HOMES

PLANNING SERVICES HPT 70479
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26 JUN 2003
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Wokingham District Council
Civic Offices
Shute End
Wokingham
Berkshire RG40 1BN
F.A.O. Ms E Circuit, Planning Officer

Our Ref NWS/tah/T240

25 June 2003

**REVISED PLAN**

8266
8266
8267

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Planning Application Ref Nos. 2002/8266 & 2002/8267

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Broadlands Business Campus, Langhurstwood Road, Horsham, West Sussex RH12 4QP
T: 01403 211240 F: 01403 211753

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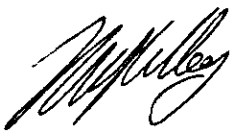
Yours sincerely

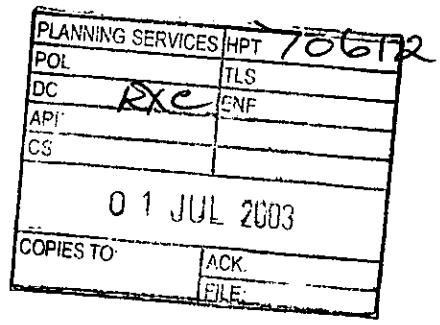


**N W SHELLEY**
Planning & Design Manager

enc

Berkeley Homes (Southern) Limited
Broadlands Business Campus
Langhurstwood Road
Horsham
West Sussex
RH12 4QP

Telephone: 01403 211240
Facsimile: 01403 211753
www.berkeleyhomes.co.uk




District Planning Officer
Wokingham District Council
Civic Offices
Shute End
Wokingham
Berkshire RG40 1BN
F.A.O. Ms E Circuit, Planning Officer

Our Ref NWS/tah/T240

30 June 2003

Dear Ms Circuit

Land at Thirlstone House, 16 Shute End, Wokingham
Planning Application Ref Nos. 2002/8266 & 2002/8267

I refer to our recent submission of amended drawings for inclusion in the above planning applications, sent on 25 June 2003, and our subsequent telephone conversation.

I understand that these revised details need to be re-advertised and therefore this application will not reach the planning meeting on 30 July 2003.

As the period for consultation will expire prior to the planning meeting on 20 August, we would be grateful if these applications could meet that deadline. We appreciate your department's workload, but would be grateful if these applications could be set before the earliest committee.

We would appreciate any assistance you are able to give to this priority.

Yours sincerely

N W SHELLEY
Planning & Design Manager

PLANNING
POL
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APP
CS
22 APR 2003
COPIES TO

WOKINGHAM CHAMBER OF COMMERCE
THAMES VALLEY GROUP

Wokingham Chamber of Commerce
27 Brandon House • 61 The Broadway
Bracknell • RG12 1BB
Tel: 01344 422463 • Fax: 01344 422469
Email:wokingham@thamesvalleychamber.co.uk
www.thamesvalleychamber.co.uk

Wokingham District Council
Shute End
Wokingham
Berks

For the attention of the Planning Department

16 April 2003

Dear Sir

Re Application NO F/2003/8266 LB 2003/8267 16 Shute End Wokingham
Thirlestone Homes 2 Dwellings, 11 Flats. Conversion to residential.

We are writing to lodge our objection to the above proposed conversion from offices to housing. This is a commercial building in a row of buildings (all in one street frontage line) which are all currently commercial. It was converted some 15 years ago approximately to form a modern high quality office building which has always been in use since. The premises are in good order and have been well kept by the users.

To convert these premises back into living accommodation will, we estimate, mean the loss of around 50 to 75 jobs in an area which is well served for public transport. It will in addition cause an increase in traffic at a very difficult junction since future residents are bound to be car owners.

Although there is a surplus of office accommodation in Wokingham at present when commercial business picks up again, as it inevitably will, there will be a shortage of office space. This will result in a loss to the commercial aspect of the town and it's viability. Furthermore If they were allowed to become residential we consider it most unlikely that they would be converted back to commercial again.

We trust that you will take this view into account and reject the application.

Yours sincerely

D Carter
For and on behalf of
Wokingham Chamber of Commerce



Registered in England no. 473106
A company limited by guarantee

| | |
|---|---|
| DC | ENF |
| CS | |
| 20 MAR 2003 | |
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| | REC: |

# WOKINGHAM TOWN COUNCIL CONSULTATION SHEET

**Case officer:** Emy Circuit

**Application Number:** F/2003/8266

**Proposal:** Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site.

**Site Address:** Thirlstone House, 16 Shute End, Wokingham

**Applicant:** Thirlstone Homes C/O Barton Willmore Partnership

Your observations are required in respect of this application **by 27/02/03**

---

**At its meeting on 18 March 2003 the Planning & Transportation Committee resolved to make the following observation:**

**No objection**

**SIGNED:** _____ **DATE:** 19/03/03

**CLERK TO Wokingham Town Council**

**Copy from**

**The Barton Willmore Planning Partnership - Reading**
Beansheaf Farmhouse, Bourne Close, Calcot,
Reading, RG31 7BW.
Tel 0118 943 0000 Fax 0118 943 0002
e-mail: planning@reading.bartonwillmore.co.uk

PLANNING SERVICES | HPT 66777
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DC 15XC | ENF
AMP |
CS |
05 MAR 2003
COPY

Barton Willmore
Planning

H. Sanders, Esq.,
Urban Design and Conservation Officer,
Wokingham District Council,
Civic Offices,
Shute End,
Wokingham,
Berkshire. RG40 1BN

11967/A3/ACJ/slh

4th March 2003

Dear Mr Sanders,

**LAND AT THIRLSTONE HOUSE, 16 SHUTE END, WOKINGHAM**
**THIRLSTONE HOMES LIMITED**
**REFERENCE NUMBER'S: 2002/8266 & 2002/8267**

Further to our telephone conversation, please find enclosed a copy of the drawing schedule and a copy of our letter of the 28th January 2003 which confirm the plans submitted in relation to the Planning Application and Listed Building Consent Application indicated above.

In addition, please find enclosed copies of the existing floor plans for both the main building and the stable block, as well as plans showing walls to be added and removed.

In order to progress the applications, we propose to contact Emy Circuit immediately on her return from leave, to arrange a suitable date for a meeting with yourself and Ms Circuit.

Should you require any further information or have any queries in the meantime, please do not hesitate to contact either Mark Sitch on 0118 943 0092 or myself on 0118 943 0108.

Yours sincerely,

**ALYSON JONES**
Planner

Encs.

cc: Ms. Circuit. - Wokingham District Council (w/o encs)

**Town Planners • Environmental Consultants**
**Architects • Master Planners • Project Services**

**Contact:** Gareth Capner, Ian Tant, Roger Turnbull, Mark Sitch, Angela Doone

A list of partners can be inspected here and at our associated offices in:
Bristol Cambridge Edinburgh Leeds London West Malling (Kent)

## Policy and Plans Consultation

**Date:** 19/02/03

**Case Officer:** Emy Circuit

**Location:** Thirlstone House 16, Shute End, Wokingham

**Proposal:** Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site.

**Applicant:** Thirlstone Homes c/o Barton Willmore Partnership

---

The site lies within Wokingham Town Centre. It lies adjacent to the site marked as land to the rear of 10,12 and 14 Shute End which by virtue of policy WSH22 is designated for B1 use. The site at 16 is not covered by this policy. Policy WEM18 states the change of use from employment generating uses to alternative uses will not be permitted if the site lies within a core employment area, an area identified for business use under policy WEM1, WEM9 and WEM12 or the Heron Industrial estate. Therefore as no such designation applies in the case of this site the proposed change of use is acceptable in policy terms.

The proposed site has the advantage of being located within a highly central town centre location with access to services and good transport links. The Council will encourage a mix of dwellings as appropriate on individual sites. The proposal is expected to provide a variety of dwelling types and sizes (WH6). Particular emphasis is given to the need for small one, two and three bedroom dwellings. It is considered the proposed scheme does provide a mix of housing sizes between two bedroom and three bedroom units.

Due to good public transport connection and good access to local retail, community and service facilities this site would need to provide a net density of between 30 and 50 dwellings per hectare (WH3A). In line with PPG3 the Council would look to seek maximum density on this central site. The total site area is 0.12 ha. On this basis the scheme does provide a number of dwellings per hectare in excess of the standard required.

The area is also designated as conservation area (WHE4) and a site of archaeological importance (WHE16). Particular attention should be paid to the design of the residential units. In terms of the site falling within an archaeological site an appropriate evaluation will be required prior to the determination of the application.

PPG3 states local authorities should revise their parking standards to allow for significantly lower levels of off-street parking provision, particularly for developments in locations such as town centres, where services are readily accessible by walking, cycling, or public transport. It is considered that the site is highly sustainability in terms of accessibility to services. 15 car parking spaces is considered acceptable in this case.

Therefore, in conclusion it is considered the principle of development is broadly acceptable in policy terms. However there are outstanding issues with the application that need to be resolved.

Farah Humayun
Policy and Plans
19th February 2003

**Emy Circuit**

**From:** John Mullaney
**Sent:** 20 February 2003 11:47
**To:** Emy Circuit
**Subject:** 16 Shute End, WOKINGHAM, Berkshire F/2002/8266

I have no objections to the proposals.

John Mullaney
Senior Environmental Health Officer
Environmental Protection and Housing
Wokingham District Council
Tel. 0118 974 6766
Fax. 0118 974 6401
john.mullaney@wokingham.gov.uk
www.wokingham.gov.uk

**To:**
**Harold Sanders**
**Urban Design And Conservation Officer**

**From:** Emy Circuit

**Date:** 04 February 2003 04 FEB 2003

**Application Number:** F/2002/8266

**Proposal:** Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site..

**Site Address:**
Thirlstone House 16, Shute End, , Wokingham.

**Applicant:**
Thirlstone Homes C/O Barton Willmore Partnership.

Your observations are required in respect of this application within **7 days** of the above date.

---

1. PLANS RECEIVED :

03 GROUND FLOOR - PROPOSED.
04 FIRST FLOOR - PROPOSED
05. SECOND FLOOR PROPOSED
06A FRONT / REAR ELEVATION. PROPOSED.
07 SIDE ELEVATION. PROPOSED.
08A STABLE BLOCK. FLOOR PLANS - PROPOSED.
09A. STABLE BLOCK. SIDE ELEVATIONS + FRONT ELEVATION. - PROPOSED
10 STREET ELEVATION. EXISTING
10A. " " PROPOSED
15. SECTIONAL ELEVATION. PROPOSED.
16. SECTIONAL ELEVATION. "
100. BIN STORES.

2. COULD YOU PLEASE PROVIDE EXISTING PLANS OF EACH FLOOR OF MAIN (LISTED BUILDING) + STABLE BLOCK. PLUS ALL OTHER EXISTING ELEVATIONS. INCLUDING WALLS + GATES TO BE CHANGED.

Harold Sanders

10. 02. 03.

NOTE - ~~EXISTING~~ THIS SET OF PLANS RETAINED FOR FURTHER FUTURE COMMENTS. HS

# Wokingham District Council
# Planning Application

**Town and Country Planning (General Development Procedure) Order 1995 – Notice under Article 8**

**AND/OR**

**Planning (Listed Buildings and Conservation Areas) Regulations 1990 and Planning (Listed Buildings and Conservation Areas) Act 1990**

## Application No: 2002/8266

**Proposal:**
Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site.

**Location:**
Thirlstone House 16 Shute End Wokingham

**This application is being advertised in the Reading Chronicle newspaper on the 14/02/2003 for the following reason(s);**

**PROPOSAL IS A MAJOR DEVELOPMENT**

The application can be inspected at Wokingham District Council's offices during the following times:

PLANNING DEPARTMENT, SHUTE END, WOKINGHAM TEL (0118) 974 6428
8.30 - 5.00 Monday - Thursday & 8.30 - 4.00 Friday

WOODLEY LIBRARY HEADLEY ROAD WOODLEY (9.30am - 7.00pm Mon, Thurs & Fri. 9.30am - 5.00pm Tues, 9.30am - 1.00pm Saturday. closed all day Wednesday)

Comments should be sent in writing QUOTING THE APPLICATION NUMBER to the Case Officer Emy Circuit P.O. Box 157 Council Offices, Shute End, Wokingham, Berkshire, RG40 1WR to arrive before **07/03/2003**. Written comments submitted will become available for public inspection.

**In view of the very large number of planning applications and letters of comment received, it will not be possible for an individual reply to observations made. However any comments will be taken into account when the application is determined and you will be notified of the decision.**

**Date: 14/02/2003**

We 18 Feb 2003
on railings at entrance
+ orange s/n

**Emy Circuit**

**From:** Andy Glencross
**Sent:** 14 February 2003 15:37
**To:** Emy Circuit
**Subject:** PA F/2002/8266 Thirlstone Hse Shute End Wokingham

Hi Emy

There appear to be no ecological grounds on which to object to this planning application.

Cheers

Andy Glencross
Countryside Officer (Biodiversity)
Wokingham District Council Countryside Service
Dinton Pastures Country Park
Davis Street
Hurst
Berkshire RG10 0TH
Tel: 0118 9342016

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Thames Water

Our Ref. **16913**
Your Ref. F/2002/8266
Date. 13 February 2003

FAO Emy Circuit
Wokingham District Council
DX33506
WOKINGHAM

This matter is being dealt with by -
HPINDER

01923 898 249

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990
Retail Development & Petrol Station
Thirlstone House, 16 Shute End
Wokingham

Spoke to Heather Pinder 18 Feb 2003 confirmed no objection + relates to this appn, not description.
Ce.

I refer to your consultation received in this office on 04/02/2003

SEWERAGE

Thames Water Utilities Ltd., has no objection to the above planning application.

WATER

With regard to water supply, this comes within the area covered by the Three Valleys Water Company. For your information the address to write to is:-
Three Valleys Water Company
P.O. Box 48, Bishops Rise, Hatfield, Herts, AL10 9AL
Tel:- (01707) 268111

Yours faithfully,

Admin
(For Technical Information Manager

RWE GROUP

**To:**
**Landscape and Trees**

**From:** Emy Circuit

**Date:** 04 February 2003 04 FEB 2003

**Application Number:** F/2002/8266

**Proposal:** Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site..

**Site Address:**
Thirlstone House 16, Shute End, , Wokingham.

**Applicant:**
Thirlstone Homes C/O Barton Willmore Partnership.

Your observations are required in respect of this application within **7 days** of the above date.

---

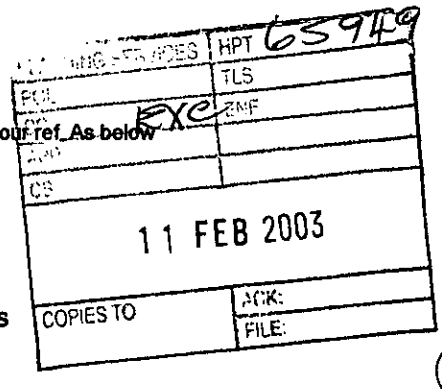
The proposals are acceptable in relation to existing trees. I would recommend that the Horse Chestnut (T3 on the applicants survey) be removed and a replacement tree planted. The trees should be protected throughout the development process in accordance with the recommendations made in the Tree Survey / Report.

The site would benefit from additional landscape planting, particularly along the southern boundary with the Council car park at Shute End. Would it be possible for the car parking layout to be designed to allow this? If not, I think it would be unreasonable to insist on it when there is currently no landscape planting on either side of the fence.

Neil Ellerington
13/2/03.

**Babtie Group**

School Green
Shinfield
Reading
Berkshire RG2 9HL
Tel 0118 988 1555
Fax 0118 988 1666




Babtie

Our ref Kgb02 Your ref As below

10th February 2003

Emy Circuit
Planning Services, Wokingham District Services
PO Box 157
Shute End
Wokingham
RG40 1WR

Dear Emy,

**APPLICATION F/2002/8266**
**Thirlstone House, 16 Shute End, Wokingham**

**Regulation 4 Town and Country Planning (Applications) Regulations 1988**
**ARCHAEOLOGICAL WATCHING BRIEF**

In line with advice contained in PPG16, Wokingham District Council Planning Policy WHE15 and 17 Development Affecting Archaeological Sites, Policy EN6 of the Berkshire Structure Plan, Policy LBE22 of the Loddon Area Local Plan. I would now advise you that the application site requires an Archaeological Watching Brief during excavation works for the proposed development. This should be by means of an archaeological watching brief to be completed once its results are submitted to yourselves this is to be secured by a condition on this application as per PPG16, Planning Conditions, Paragraph 30:

*"No development shall take place within the area indicated until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Planning Authority."*

I would advise you that the above application has potential archaeological implications. The site has the potential to contain Medieval remains and consequently requires an archaeological watching brief to be undertaken in order to establish the potential impact of the development on any remains present.

A brief for an archaeological Watching Brief is enclosed, which should be forwarded to the applicant.

If you wish to discuss this matter, please contact me on 0118 988 1611.

Yours sincerely,

**Elizabeth Rowe**
**Archaeologist**

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**Babtie Group Ltd**
**Registered Office:**
95 Bothwell Street
Glasgow G2 7HX
Registered in Scotland
No: 141100

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# Thirlstone House, 16 Shute End, Wokingham

# Brief for an Archaeological Watching Brief

Prepared For
Wokingham District Council
By
Babtie

# Thirlstone House, 16 Shute End, Wokingham
# Brief for a Continuous Archaeological Watching Brief

## 1 Summary

This brief sets out the background and general conditions to enable a detailed specification for an archaeological scheme to be prepared and submitted for approval to Babtie Group on behalf of Wokingham District Council. The brief is valid for six months only, after which time Babtie should be contacted. Specifications produced in accordance with this brief will be considered valid for the same period of time.

## 2 Site Location and Description

2.1 The site is located at Thirlstone House, 16 Shute End, Wokingham, at grid reference SU 8090 6871.

## 3 Planning Background

3.1 Planning application F/2002/8266, submitted to Wokingham District Council, proposes the change of use form (B1a) office to (C3) residential dwellings and 11 flats with associated parking, plus first floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site.

## 4 Archaeological Background

4.1 The site lies in an area surrounded by numerous fine listed buildings of medieval origin. The proposed construction may disturb archaeological remains of buildings associated with earlier land use of the site.

## 5 Stages of Work and Techniques

5.1 The aims of the project will be to record the presence/absence, extent, condition, character, quality and date of any archaeological deposits within the whole of the area affected by the development.

5.2 A Continuous Archaeological Watching Brief will be carried out on all areas of ground disturbance, including test-pitting, topsoil stripping, ground reduction, and the cutting of foundation, piling or other trenches.

5.3 Any surviving remains that may be destroyed or disturbed by construction works will be archaeologically excavated and recorded

5.4 All machine cut trenches shall be cut using a toothless ditching bucket. All excavations shall be overseen by a suitably qualified archaeologist.

5.5 The project will be fully recorded by descriptive context records giving details of locations, composition, depth, relationships etc, plans, sections and elevation drawings at scales of 1:10, 1:20 and 1:50 where appropriate, and photographs. Sections, plans and elevations are to include spot-heights related to Ordnance Datum in metres OD correct to two decimal places. All finds will be recorded by context as a minimum, significant finds being recorded three-dimensionally. Provision should be made for sampling appropriate material for dating and environmental assessment.

5.6 The project will be carried out on a daily basis by a competent archaeologist and managed on a regular, agreed basis by a Member of the Institute of Field Archaeologists registered with an appropriate area of competence.

5.7 The archaeological contractor will liaise with the site agent, foreman or other representative as appropriate, with regard to access, the timing of visits, and the health and safety requirements in force on the site.

5.8 All health and safety requirements in force on the site will be adhered to by the archaeological contractor's staff.

5.9 Where human remains are encountered, they should initially be left in-situ covered and the coroner should be informed as soon as possible. Where their removal is necessary, an appropriate licence should be obtained from the Home Office.

## 6 Methods

The Project Specification will include a Method Statement detailing the methods and standards to be applied in the programme of work, both field and post-field.

## 7 Timetable and Monitoring Arrangements

7.1 Details of timing should be the subject of discussion between the developer's representative, the Archaeological consultant for Wokingham District Council and the archaeological contractor. A programme of works, monitoring, recording and access will be agreed in writing before the project commences.

7.1.1 A period of notice required to start site works following the award of the contract should be stated.

7.2 The Archaeological consultant for Wokingham District Council (or their appointed deputy) will monitor the progress and quality of the work at intervals to be agreed. A representative of the archaeological contractor should be present at all monitoring inspections.

7.2.1 The archaeological contractor will provide a projected timetable of activity on site.

## 8 Reporting Requirements

8.1 A report should be produced no later than 2 weeks after the completion of the fieldwork.

8.2 An estimate of time and staff resources required for report production should be provided. This should include details of arrangements for specialist conservation and analysis of artefacts and ecofacts.

8.3 Details of style and format to be determined by the archaeological contractor. In any event it should include:-

(a) a plan(s) at an appropriate scale showing the survey area, layout of trenches (as dug) and features located;

(b) a summary table and descriptive text showing the features, classes and numbers of artefacts located, with interpretation;

(c) an evaluation of the methodology employed and the results obtained (i.e. a confidence rating);

(d) a plan at an appropriate scale showing both actual and, where possible, predicted archaeological deposits;

(e) a consideration of evidence within the wider landscape setting;

(f) any recommendations for further investigation if necessary.

## 9 Standards

The project should be carried out to the highest professional standards and conform to the IFA Code of Conduct and Code of Practice. The IFA's Code of approved Practice for the Regulation of Contractual Arrangements in Field Archaeology will be applied throughout the selection procedure and contract period.

## 10 Archive Deposition

10.1 All finds (other than those of gold or silver) are the property of the landowner. The agreement of the landowner for the ownership of any finds to be transferred to an appropriate museum will be sought.

10.2 Provision should be made for the deposition of archive and artefacts in an appropriate local authority museum. The museum should be advised of the proposed investigation before excavation starts and the specification should include any reasonable requirements they may have regarding conservation and storage of excavated material and archive. The archive should be prepared in accordance with the guidelines published in *Guidelines for the preparation of Excavation Archives for long-term storage* (United Kingdom Institute for Conservation, 1990) and *Standards in the Museum care of archaeological collections* (Museums and Galleries Commission, 1994)

## 11 Publication and Dissemination

11.1 A copy of the results will be supplied to the Wokingham SMR on the understanding that this will become a public document after an appropriate period of time (usually not exceeding six months).

11.2 The archaeological contractor will supply the SMR with a full set of catalogued slides taken during the projects, together with selected negatives, for future use in lectures, publications, or other publicity material.

11.3 An estimate of time and staff resources required for report production should be provided. This should include details of arrangements for specialist conservation and analysis of artefacts and ecofacts.

11.4 Details of style and format to be determined by the archaeological contractor, using a minimum font size of 10 points. However, the report *must* have a front sheet providing the following information:

- Site name
- Grid Reference
- Site activity (eg Evaluation trenching, geophysical survey, fieldwalking, etc).
- Date and duration of project
- Site code
- Area of site
- Summary of results
- Monuments identified (this *must* be referenced to the RCHME Thesaurus of Monument Types)
- Location and reference of archive

11.5 The report should also include:

(i) a summary of the project's background;
(ii) the site location;
(iii) a methodology;
(iv) a description of the project's results;
(v) an interpretation of the results in the appropriate context;
(vi) a summary of the contents of the project archive and its location (including summary catalogues of finds and samples);
(vii) site layout plans on an Ordnance Survey base, with the location of the trenches superimposed on the results of any earlier, non-intrusive surveys;
(viii) plans of each trench or area;
(ix) trench sections and feature sections;
(x) site matrices where appropriate and
(xi) a consideration of evidence within the wider setting.

## 12 Oasis Project Reporting

The Wokingham SMR is taking part in the pilot study for the *Online Access to Index of Archaeological Investigations* (OASIS) project. The overall aim of the OASIS project is to

provide an online index to the mass of archaeological grey literature that has been produced as a result of the advent of large-scale developer funded fieldwork. **The archaeological contractor must therefore complete the online OASIS form at http://ads.ahds.ac.uk/project/oasis/.** If the archaeological contractor does not have internet access a paper copy of the form can be obtained from the Wokingham SMR, Babtie Group, School Green, Shinfield, Reading RG2 9HL. Contractors are advised to contact the Wokingham SMR prior to completing the form. Once a report has become a public document by forming part of a planning application, the Wokingham District council will place the information on a website. Please ensure that you and your client agree to this procedure in writing as part of the process of submitting the report to the Principal Archaeologist.

## 13 Other Factors

13.1 The specification may be varied, subject to agreement between the contractor, the landowner/developer and the Principal Archaeologist, in response to significant discoveries.

See Part One Plans'

**To:**
**Drainage**
**Fao Roger Johnson**

**From:** Emy Circuit

**Date:** 04 February 2003

**Application Number:** F/2002/8266

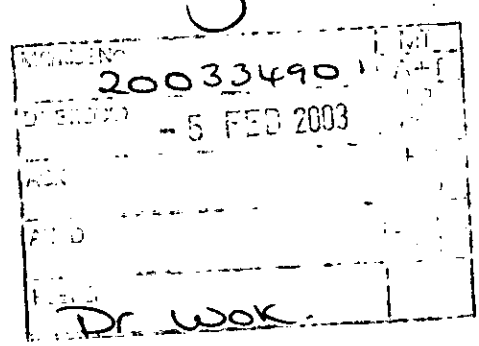
**Proposal:** Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site..

**Site Address:**
Thirlstone House 16, Shute End, , Wokingham.

**Applicant:**
Thirlstone Homes C/O Barton Willmore Partnership.

Your observations are required in respect of this application within **7 days** of the above date.

Conditions - None of the dwellings shall be occupied until foul sewerage works have been provided to serve the development hereby permitted, in accordance with details to be submitted to and approved by the District Planning Authority. RJ/10/2/03



**PLANNING APPLICATION COMMENTS SHEET**
**FOR F/2002/8266. (Case Officer:Emy Circuit)**
PLEASE NOTE THAT **ALL** COMMENTS SUBMITTED ARE OPEN TO PUBLIC VIEW, **THIS INCLUDES THE APPLICANT.**

**WOKINGHAM UNITARY**
**Aiming for Excellence**

THINGS WE **CAN** TAKE INTO CONSIDERATION WHEN DETERMINING A PLANNING APPLICATION;
DESIGN, APPEARANCE AND LAYOUT.
HIGHWAY SAFETY.
RESIDENTIAL AMENITY (loss of attractive features within the locality; e.g. parks or woodland).
LOSS OF LIGHT.
OVERSHADOWING/OVERLOOKING (loss of privacy).
NOISE, DISTURBANCE, SMELL etc ONCE THE DEVELOPMENT IS IN USE (e.g. from a proposed restaurant, takeaway, public house or industrial unit).

THINGS WE **CAN'T** TAKE INTO CONSIDERATION WHEN DETERMINING A PLANNING APPLICATION;
PRIVATE PROPERTY ISSUES, FOR EXAMPLE BOUNDARY AND ACCESS DISPUTES.
LOSS OF VIEW OVER OTHER LAND.
EFFECT ON PROPERTY VALUES.
POTENTIAL INCONVENIENCE, NOISE AND DISTURBANCE CAUSED BY CONSTRUCTION WORKS.
MATTERS COVERED BY OTHER LAWS (e.g. alcohol, betting, restaurant, music licensing).
MATTERS SUBJECT TO MARKET COMPETITION (we can't refuse an application on the basis that its approval would harm other commercial activity of a similar nature in the area).
THE SPECULATIVE USE OF A DEVELOPMENT AFTER IT HAS BEEN BUILT.
RADIO OR TELEVISION INTERFERENCE CAUSED BY A DEVELOPMENT.
SUBSIDENCE TO NEIGHBOURING PROPERTIES.

DC
INT
COPY TO
12/02

**COMMENTS CAN ALSO BE E-MAILED TO US AT: Development.Control@wokingham.gov.uk**
**(Please remember to include your postal address in any comments made by E-mail)**

**COMMENTS ON APPLICATION: F/2002/8266**

**YOUR NAME:** MRS S.J. PHILLIPS

**YOUR ADDRESS:** ***(Please check these details & amend if incorrect)***
11 THE TERRACE
WOKINGHAM
BERKSHIRE

**PLEASE RETURN YOUR COMPLETED FORM TO:**

**Environmental Services Department,**
**Planning Services**
**P.O. Box 157**
**Shute End, Wokingham**
**Berkshire RG40 1WR**

**I WISH TO** (tick relevant box); OBJECT TO THE APPLICATION ☒
SUPPORT THE APPLICATION ☐ COMMENT ON THE APPLICATION ☐

Comments: I object to the application due to so many flats overlooking my property and loss of privacy.

Continue over the page if more room required

**PLANNING APPLICATION COMMENTS SHEET**
**FOR F/2002/8266. (Case Officer:Emy Circuit)**
PLEASE NOTE THAT **ALL** COMMENTS SUBMITTED ARE OPEN TO PUBLIC VIEW, **THIS INCLUDES THE APPLICANT**.

**WOKINGHAM UNITARY**
**Aiming for Excellence**

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MATTERS SUBJECT TO MARKET COMPETITION (we can't refuse an application on the basis that its approval would harm other commercial activity of a similar nature in the area).
THE SPECULATIVE USE OF A DEVELOPMENT AFTER IT HAS BEEN BUILT.
RADIO OR TELEVISION INTERFERENCE CAUSED BY A DEVELOPMENT.
SUBSIDENCE TO NEIGHBOURING PROPERTIES.

07 FEB 2003
2812

**COMMENTS CAN ALSO BE E-MAILED TO US AT: Development.Control@wokingham.gov.uk**
**(Please remember to include your postal address in any comments made by E-mail)**

**COMMENTS ON APPLICATION: F/2002/8266**

**YOUR NAME:** DR. H.S. DODD

**YOUR ADDRESS:** ***(Please check these details & amend if incorrect)***
19 THE TERRACE
WOKINGHAM
BERKSHIRE

**PLEASE RETURN YOUR COMPLETED FORM TO:**

**Environmental Services Department,**
**Planning Services**
**P.O. Box 157**
**Shute End, Wokingham**
**Berkshire RG40 1WR**

**I WISH TO** (tick relevant box); OBJECT TO THE APPLICATION ☑
SUPPORT THE APPLICATION ☐ COMMENT ON THE APPLICATION ☐

Comments: The proposed development would increase significantly the volume of traffic entering and leaving the site. Exit from the site is already difficult, especially at peak periods, particularly for vehicles wishing to turn right (as those using the District Council car park are only too aware). The effect on congestion and highway safety would be considerable.

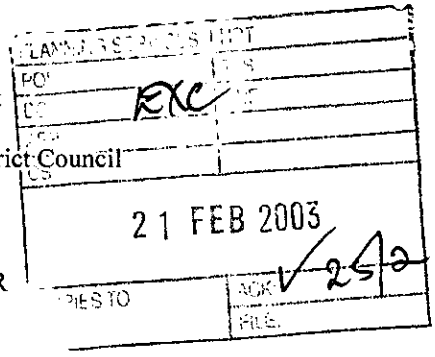
Continue over the page if more room required

OBS

ALBANY HOUSE
BUSINESS CENTRE

Albany House ▲ 14 Shute End ▲ Wokingham
Berkshire RG40 1BJ
Tel: 0118 974 0111 ▲ Fax: 0118 974 0112
www.albanyhouse.co.uk
email: info@albanyhouse.co.uk

Miss Emy Circuit
Planning Officer
Wokingham District Council
PO Box 157
Shute End
Wokingham
Berks RG40 1WR




19th February 2003

Dear Miss Circuit,

**Re: Application No. F/2002/8266 – Thirlstone House, 16 Shute End Wokingham**

I would like to object to one aspect of the above application. The proposed first floor rear extension would result in a significant loss of light for any future first floor rear extension to Albany House.

As you are aware, Albany House Business Centre has recently concluded pre-application discussions with yourself and the Conservation Architect which resulted in a proposed first floor rear extension to Albany House including a centrally positioned first floor south facing window. This application is currently in preparation and will be submitted shortly.

Other than the above issue, I would support the application in general and it is my opinion that either a reduced first floor rear extension or the removal of it from the proposal would result in an improved scheme.

Yours sincerely,

**Mr A Gillen**
**Director, Albany Business Centres Ltd.**

Shute End House
Wokingham
Berkshire
RG40 1BJ

Tel/fax 01189 629578

Planning Services
Environmental Services Department
PO Box 157
Shute End
Wokingham
RG40 1WR

24 February 2003

Dear Sir,

**Planning Application F/2002/8266**

This planning application is for change of use of the property at 16 Shute End from B1a to C3 and involves a first floor rear extension to the rear. I have no objection to the change of use and the associated changes to the windows and interior of the present building, but consider that the external staircase is out of keeping with the character of the listed building even though it is positioned on the (disproportionately sized) rear extension of the property erected in the 1980s. The required entrance and staircase could be provided within the existing building footprint.

More importantly, the proposed first floor extension would create a large blank wall to the east of the site and would dominate the rear of the adjacent properties, including the view from the house and garden at No 10. The need for this extension is not justified in the planning statement or the Council's current planning guidelines and would be detrimental to the conservation area. We objected to a similar application for 14 Shute End last year for similar reasons.

Yours sincerely,

Stephen Raggett

Stephen Raggett

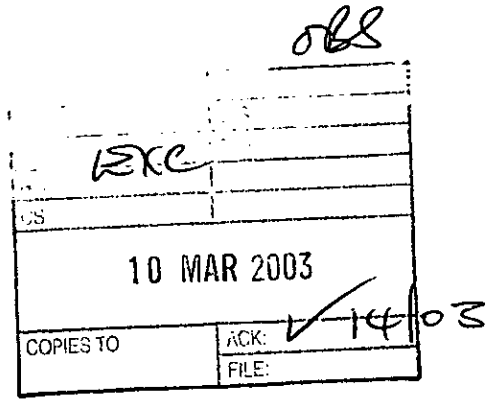
obs

EXC

CS

10 MAR 2003

COPIES TO | ACK: ✓ 14/03
FILE:



Ms Emy Circuit
Case officer
Planning Department
Wokingham District Council

Hazel Guile
50 Rose Street
Wokingham
Berkshire RG40 1XU

7 March 2003

Dear Emy

Re: 16 Shute End, Wokingham - Planning Application LB/2002/8267 + 8266

I would like to comment on the above planning application as follows:

Name
For local historical connections it is essential that the name should be returned to ADMIRALS HOUSE, as it was named 100 years ago in memory of Admiral John Bridge Eustace who was Mayor of Wokingham in the early 19C.

Internal changes
If there are any existing internal 19C original walls, every effort should be made to retain them, the plans are not very clear on this point.

Rear extension
The existing rear extension is already disproportionate to the host listed building – a small first floor rear extension will not make much difference!

Windows
New and replacement windows – it is not clear what materials are to be used, are they timber sash windows? They should not be top hung or velux.
This would be a good opportunity to add dormer windows in the roof not velux. Also the front elevation ground floor windows, if replaced with timber sash small glazing bars (10 over 10) would improve the architectural balance of the 19C building (enhancing the CA)

Parking
Parking is an issue with access onto Shute End. 15 parking spaces allocated for 13 units all who could have multiple occupancy (possibility of 30+ cars) Despite Govt. guidance on reducing parking – car ownership is a reality.

Rear area
Hard standing (inc. parking) this could be improved with soft landscaping, planting, retention of trees, and brick paving or shingle.

Future
Are these properties going to be privately owned/rented or is Thirlestone Homes Ltd a housing association?

To put this empty building back into use is to be welcomed. Sadly the past massive extension at the rear means the original house is no longer viable or practicable to be reversed back into its original single family occupancy. I understand that changes to listed buildings, if possible should always be reversible.

Yours sincerely

Hazel Guile

HAZEL GUILE

cc. Harold Sanders, Conservation Architect

**PLANNING APPLICATION COMMENTS SHEET FOR F/2002/8266. (Case Officer:Emy Circuit)**
PLEASE NOTE THAT **ALL** COMMENTS SUBMITTED ARE OPEN TO PUBLIC VIEW, **THIS INCLUDES THE APPLICANT.**

**WOKINGHAM UNITARY**
**Aiming for Excellence**

THINGS WE **CAN** TAKE INTO CONSIDERATION WHEN DETERMINING A PLANNING APPLICATION;
DESIGN, APPEARANCE AND LAYOUT.
HIGHWAY SAFETY.
RESIDENTIAL AMENITY (loss of attractive features within the locality; e.g. parks or woodland).
LOSS OF LIGHT.
OVERSHADOWING/OVERLOOKING (loss of privacy).
NOISE, DISTURBANCE, SMELL etc ONCE THE DEVELOPMENT IS IN USE (e.g. from a proposed restaurant, takeaway, public house or industrial unit).

| PLANNING SERVICES | HPT |
|---|---|
| POL | TLS |
| DC | ENF |
| APP | |
| CS | |

06 FEB 2003

CORRECTED ✓ 7/2/03

THINGS WE **CAN'T** TAKE INTO CONSIDERATION WHEN DETERMINING A PLANNING APPLICATION;
PRIVATE PROPERTY ISSUES, FOR EXAMPLE BOUNDARY AND ACCESS DISPUTES.
LOSS OF VIEW OVER OTHER LAND.
EFFECT ON PROPERTY VALUES.
POTENTIAL INCONVENIENCE, NOISE AND DISTURBANCE CAUSED BY CONSTRUCTION WORKS.
MATTERS COVERED BY OTHER LAWS (e.g. alcohol, betting, restaurant, music licensing).
MATTERS SUBJECT TO MARKET COMPETITION (we can't refuse an application on the basis that its approval would harm other commercial activity of a similar nature in the area).
THE SPECULATIVE USE OF A DEVELOPMENT AFTER IT HAS BEEN BUILT.
RADIO OR TELEVISION INTERFERENCE CAUSED BY A DEVELOPMENT.
SUBSIDENCE TO NEIGHBOURING PROPERTIES.

**COMMENTS CAN ALSO BE E-MAILED TO US AT: Development.Control@wokingham.gov.uk**
**(Please remember to include your postal address in any comments made by E-mail)**

**COMMENTS ON APPLICATION: F/2002/8266**

**YOUR NAME:** E. Miller

**YOUR ADDRESS:** ***(Please check these details & amend if incorrect)***
17 THE TERRACE
WOKINGHAM
BERKSHIRE

**PLEASE RETURN YOUR COMPLETED FORM TO:**

**Environmental Services Department,**
**Planning Services**
**P.O. Box 157**
**Shute End, Wokingham**
**Berkshire RG40 1WR**

**I WISH TO** (tick relevant box); OBJECT TO THE APPLICATION ☐
SUPPORT THE APPLICATION ☑ COMMENT ON THE APPLICATION ☐

Comments: More residents & life into the town is to be Commended.

Continue over the page if more room required

## HIGHWAYS CONSULTATION SHEET

**From:** Emy Circuit **Date:** 04 February 2003

**Application Number:** F/2002/8266

**Proposal:** Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site.

**Parish:** WOKINGHAM TOWN

**Site Address:**
Thirlstone House 16, Shute End, , Wokingham.

**Applicant:**
Thirlstone Homes C/O Barton Willmore Partnership.

Your observations are required in respect of this application within **7 days** of the above date.

✓ below as applicable;

1) ☐ Recommend refusal for the reason(s) **stated below**;
2) ☐ Recommend approval but with condition(s) & reason(s) **stated below**;
3) ☐ Recommend approval with **no** condition(s) or reason(s).

Site visit carried out: ☐ **No** ☐ **Yes - Date & Time:** _____

Comment

Request revised plans to address following:

- 1 no. disabled space required (3.2m by 4.8m)
- cycle store modified to include 3/4 sheffield type stands.
- footpath required linking access with main entrance / parking spaces and cycle store.

**Signed:** _____ **Print name:** AC 4/2/03.

CLIVE FOWLER ASSOCIATES
Tree Consultancy

39 WARREN ROAD, WHITTON, TWICKENHAM, MIDDLESEX TW2 7DH

Telephone/Fax: (020) 8898 5725 Mobile: 07951 175710 E-mail: clivefowler@ukonline.co.uk

28.JAN.2003 8266

# TREE SURVEY AT 16 SHUTE END, WOKINGHAM, BERKSHIRE.

Clive Fowler, Dip.Arb(RFS), F.Arbor.A, M.I. Hort, Tech. Cert.Arbor.A

**Tree Survey at 16 Shute End, Wokingham, Berkshire.**

1.00 I am instructed by Thirlstone Homes Limited to undertake an inspection of trees at 16 Shute End, Wokingham, Berkshire, in connection with the future redevelopment of the site.

1.01 I carried out my inspection on the 10th December 2002 and this report summarises my findings.

1.02 As the site is situated within a Conservation Area, all trees the subject of this report are protected by the provisions of the Town and Country Planning Act 1990 and Local Authority permission will be required before any works specified in appendix 'a' are undertaken.

1.03 I have been supplied with a copy of Site Plan No TO:240-02 (Rev H) and attach an extract of this drawing as appendix 'b' to this report which indicates the position of the trees with their respective identification numbers. This is at a scale of 1:200.

1.04 Details of individual trees are given in the attached schedule (appendix 'a'). Species are shown by their common names. All measurements are approximate and stem diameters (dbh) are measured at 1.5 m from ground level unless stated. All inspections were carried out from ground level and in some cases it was not possible to fully inspect due to obstruction by ivy or through trees being in neighbouring ownership.

1.05 The information contained within the schedule has been collected in accordance with recommendations given in BS 5837 (1991) "A Guide for Trees in Relation to Construction". This would enable the information supplied to be used to determine which trees are to be retained in any future development proposals.

1.06 I have also categorised each tree in accordance with BS 5837 (1991). In some cases an intermediate classification is given. In some cases the trees would have a higher group value. The trees are colour coded on the above site survey drawing to aid recognition of the various categories. The following categories apply;

A - Trees whose retention is most desirable: high category. (Green)

B - Trees where retention is desirable: moderate category. (Blue)

C - Trees which could be retained: low category. (Brown)

D - Trees for removal: fell category. (Red)

1.07 The specification for pruning works are as per recommendations given in BS 3998 (1989) "Recommendations for Tree Work".

**General.**

2.00 The majority of the site is occupied by buildings and hard surfacing with areas of landscaping retained to the north west, south east and south west. Looking from the front of the site and to the west, a number of mature Common Lime trees are prominent in the landscape with a further prominent and mature English Oak beyond. Opposite the site and to the rear of the buildings are a large Eucalyptus and a mature Deodar Cedar.

2.01 Within the site itself, trees form two groups with T.1 - 7 being situated close to the south eastern boundary and trees T.8 - 11 close to the south west boundary. Rowan tree T.12 is situated close to the vehicular entrance to the site. Trees at this site are, in general, of poor quality and many are showing signs of decline. All trees are placed within the lower retention categories recommended in BS 5837 (1991) 'A Guide for Trees in Relation to Construction.

2.02 A mature Horse Chestnut tree is situated in a property to the east of the site and a developing group of Sycamore and Grey Poplars to the south east. There is extensive tree cover in land to the south of the site consisting of a good mixture of age classes and including, Sycamore, Willow, Pine, and a number of evergreen species to the south west, including a group of Yew and a mature Holm Oak.

**Proposed Development.**

3.00 I have assessed the proposed layout with regard to tree protection measures recommended in BS 5837 (1991) 'A Guide for Trees in Relation to Construction' (appendix 'd') and taking into account the protection zones shown in appendix 'c'.

3.01 The proposals as shown on drawing TO:240-02 (Rev H) relate to the conversion of existing buildings to residential use. No significant changes in the layout of the site are proposed and, apart from the construction of a Cycle and Bin Store close to the southern boundary, no excavation works in proximity to trees are to be undertaken.

3.02 The proposed positioning of the Store is within the protective area recommended in BS 5837 (1991) in relation to Horse Chestnut (T.3). However, this tree is a poor specimen which has some early indications of disease in the form of tarry exudations at its base to the north and west. This would appear to be as a result of infection by the root and stem disease *Phytophthora* and would consequently severely limit its long term potential. This specimen is also of poor form with a leaning main stem.

3.03 If this tree is to be retained, it would be possible to construct the store using foundations which require minimal excavations, such as a slab or, if necessary, a slab supported by mini piles installed using a small portable rig.

It would be important that any foundations (apart from the installation of piles) are designed so as to require excavations which are no deeper than the level of the existing hard surfacing and associated footings.

3.04 With the exception of the installation of mini piles, any excavations within the tree protection area should involve the use of hand held tools only and any roots which are uncovered which are in excess of 25 mm in diameter should be treated in accordance with the National Joint Utilities Group publication No 10 - 'Guidelines for the Planning, Installation and Maintenance of Utility Services in Proximity to Trees'.

3.05 Some pruning works may be necessary in order to construct the store and it may be considered more appropriate to remove this specimen, having regard to its poor future potential, and undertake replacement planting.

3.06 Other trees will not be affected by the proposals and should be protected by fencing in accordance with the above standard and details in appendix 'c'. It would be appropriate to retain all existing hard surfacing within tree protection areas so as to protect rooting areas from soil compaction. Any open areas must be protected by sturdy protective fencing. All such protection shall be maintained for the duration of development including any site clearance works.

3.07 The routing of any new services or soakaways should be carefully considered at an early stage to ensure that any further excavation within tree protection zones is avoided.

3.08 Soft landscaping works will also need to take into account the preservation of existing trees and it is important that soil levels are not altered within tree protection zones. Any proposed planting should be carried out carefully in such areas to avoid unnecessary root damage.

3.09 Areas should be designated for the delivery and storage of materials and site huts, avoiding tree protection zones.

**Conclusions.**

4.00 Providing the above guidelines in relation to BS 5837 (1991) and NJUG 10 are followed and protective fencing is erected prior to any development activity and maintained throughout the construction period, the existing tree cover should be safely integrated within the proposed development. Consideration should, however, be given to the removal of Horse Chestnut (T.3) and its replacement with a new specimen of a large maturing species elsewhere on site. With careful positioning, the establishment of a new specimen tree would be of long term benefit to the site and surrounding area.

4.01 Before any works specified in the attached schedule are carried out Local Authority permission will be required (with the exception of the removal of

Lawson Cypress T.2). Any tree works which are undertaken should preferably be carried out by an Arboricultural Association Approved Contractor. Such works should be carried out to a minimum standard of BS3998 (1989) and in accordance with good arboricultural practice.

C.E. Fowler Dip. Arb (RFS), F. Arbor.A, M.I. Hort, Tech. Cert. (Arbor.A).
December 2002.

**Appendix 'a'**
**Tree details**

| No | Species | Stem diameter @ 1.5 m (cm) | Age class | C. radius (m) | Height (m) | Vigour | Category | Work. | Notes. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Norway Maple | 12 (estimate) | young | 2.7 | 7 | normal | c | No action - in neighbouring ownership. | Well established tree with two main stems arising at approximately 1.7 metres. Slightly suppressed to the north. Not closely inspected. |
| 2 | Lawson Cypress | 17 | mature | 1 | 9 | dead | d | Remove. | Dead. |
| 3 | Horse Chestnut | 28 | young | 5.1 North 4.5 East 3.9 South 5.1 West | 10.5 | normal | c | Remove basal suckers. Formative thin by 20% - or remove and undertake replacement planting. | Main stem leans to the north west. Two main framework limbs arise at 2.5 metres with a large lateral below to the south east. Large stem removed at 2.6 metres to the west. Tarry exudations close to base on north and west side indicating health problems. Likely to have limited future potential. |
| 4 | Holly | 8.5 | young | 2 North 2 East 1.8 South 3 West | 4.5 | normal | c | Lightly prune back western growth to balance. | Shrubby understorey tree with a lean to the west. Unbalanced crown due to suppression. |

Notes: Diameter at 1.5 metres refers to trunk diameter. Categories are as defined in BS 5837 (1991) - A = most desirable D = least desirable.
Vigour refers to general vitality of the tree. All measurements are approximate.

| No | Species | Stem diameter @ 1.5 m (cm) | Age class | C. radius (m) | Height (m) | Vigour | Category | Work. | Notes. |
|---|---|---|---|---|---|---|---|---|---|
| 5 | Pear | 22 | mature | 2 North<br>2 East<br>3 South<br>4.5 West | 8.5 | normal | c/d | Reduce western laterals by approximately 2 metres to balance - or remove. | Low quality tree growing tight against buttress of larger Sycamore. Unbalanced crown of a poor appearance. Replacement planting more appropriate. |
| 6 | Sycamore | 38 & 19 | middle aged | 5 North<br>5.5 East<br>4 South<br>4 West | 12 | interm-ediate - low | c/d | Crown clean. | Poor quality tree with a large secondary limb growing to the north at 0.5 metres. Ivy hinders full inspection. Very unbalanced crown - possibly following earlier removal of adjacent tree. Crown die back and declining vigour. Damaging boundary wall. |
| 7 | Goat Willow | 17 | middle aged | 1.5 North<br>1 East<br>3 South<br>4 West | 7.5 | normal | c/d | Crown clean. | Shrubby understorey tree with a leaning unbalanced crown to the west. Some recent crown damage. |

Notes: Diameter at 1.5 metres refers to trunk diameter. Categories are as defined in BS 5837 (1991) - A = most desirable D = least desirable.
Vigour refers to general vitality of the tree. All measurements are approximate.

| No | Species | Stem diameter @ 1.5 m (cm) | Age class | C. radius (m) | Height (m) | Vigour | Category | Work. | Notes. |
|---|---|---|---|---|---|---|---|---|---|
| 8 | Sycamore | 28 | middle aged | 3 North<br>4 East<br>4 South<br>4 West | 9 | normal | c | Crown clean. | Minor part of joint canopy. Suppressed to the north. Rooting restricted by slope and retaining wall. Ivy high into crown. |
| 9 | Sycamore | 27, 28 & 28 | middle aged | 4.5 | 12 | interm-ediate | c/d | Crown clean. | Three stems arise at between 1.1 and 1.3 metres. Ivy hinders full inspection. Crown lifted on north and east side. Small diameter scattered dead wood. Limited future potential - declining vigour. |
| 10 | Holly | 12 | young | 2 | 6.5 | normal | c | No action. | Suppressed group tree with a lean to the west. |
| 11 | Holly | 10 | young | 1 | 3 | normal | c/d | No action. | Shrubby specimen previously cut back at 2 metres. |
| 12 | Rowan | 15 @ 1.1m | young | 3 | 6 | normal | c | Formative prune. | Well established tree with two main framework limbs arising at 1.3 metres. Would benefit in the long term from specified works. |

Notes: Diameter at 1.5 metres refers to trunk diameter. Categories are as defined in BS 5837 (1991) - A = most desirable D = least desirable.
Vigour refers to general vitality of the tree. All measurements are approximate.

**Appendix 'b'**
**Tree Locations.**

**Appendix 'c'**
**Recommended Tree Protection Areas**

**Recommended Distances for Tree Protection Areas at 16 Shute End, Wokingham.**

| Tree No | Species | Recommended distance for protective fencing (Metres). | Comments. |
|---|---|---|---|
| 1 | Norway Maple | 2 | |
| 2 | Lawson Cypress | n/a. | Remove. |
| 3 | Horse Chestnut | 3 | |
| 4 | Holly | 2 | |
| 5 | Pear | 4 | Protect to edge of border with fencing as per figure 4 of BS 5837 (1991). Maintain area of hard surfacing to the west so as to provide protection as per figure 6 of the same standard. |
| 6 | Sycamore | 7.5 | As above. |
| 7 | Goat Willow | 3 | As above. |
| 8 | Sycamore | 4.5 | Protect to edge of border with fencing as per figure 4 of BS 5837 (1991). Maintain area of hard surfacing to the east so as to provide protection as per figure 6 of the same standard |
| 9 | Sycamore | 7.5 | As above. |
| 10 | Holly | 2 | Protect to edge of border. |
| 11 | Holly | 2 | As above. |
| 12 | Rowan | 2 | |

Note 1. It should be emphasised that Table 1 relates to the distance from the centre of the tree to protective fencing. Other considerations, particularly the need to provide adequate space around the tree including allowances for future growth (see paragraph 6.3 of BS 5837), and also working space (see BS 5837 paragraph 6.7), will usually indicate that structures should be further away.

Note 2. With appropriate precautions, temporary site works can occur within the protected area, e.g. For access for scaffolding (see BS 5837 paragraph 8.3).

**Appendix 'd'**
**Extracts from BS 5837 (1991).**

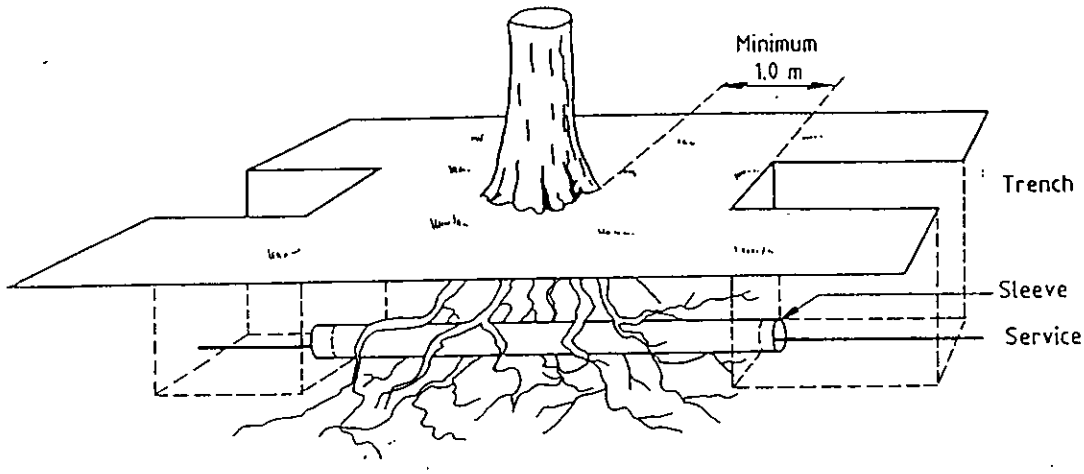



**Figure 3. Trenching along radii to minimize damage**

7.6.3 Trees can also be damaged by heat. For this reason, fires should not be lit in a position where the flames could extend to within 5 m of foliage, branches or trunk, bearing in mind the size of the fire and the wind direction. With a large fire this may necessitate keeping the fire at least 20 m from the tree.

## 8 Protection of existing trees against damage on site

### 8.1 General

8.1.1 All trees which are being retained on site should be protected by stout fencing, enclosing an area as recommended in 7.5. Such fencing should be erected before any materials or machinery are brought on the site and before any demolition or development, including erection of site huts, is commenced. Once erected, fences should be regarded as sacrosanct, and should not be removed or altered without prior consultation with a specialist in arboriculture.

8.1.2 Occasionally the site will be so sensitive or vulnerable to damage that particular areas need to be protected or treated even before the constructor takes possession of it. In such a case, particular arrangements should be made for hand work by the owner or developer with an arboricultural specialist in the affected areas. Examples might include very old or rare trees, or trees sited unavoidably close to the constructors' access.

### 8.2 Protective fencing around trees

8.2.1 The fencing should be strong and suitable for local conditions, and should be appropriate to the degree of construction activity taking place on the site.

8.2.2 In most situations it is recommended that fencing at least 1.2 m high should be erected, comprising a vertical and horizontal framework of scaffolding, well braced to resist impacts, supporting either cleft chestnut pale fencing (in accordance with BS 1722 : Part 4) or chain link fencing (in accordance with BS 1722 : Part 1) as shown in figure 4.

8.2.3 In circumstances where the concentration of construction activity is particularly intense, or the trees and shrubs to be retained are either particularly valuable or particularly vulnerable; fencing at least 2.4 m high should be erected, comprising a scaffolding framework as in 8.2.2 supporting a minimum of 20 mm exterior grade ply or other robust man-made boards, as shown in figure 5.

### 8.3 Precautions in respect to temporary work

8.3.1 If temporary vehicle access is required through the protected area, a reinforced concrete slab should be laid over the existing soil surface, with appropriate protection along the road edge.

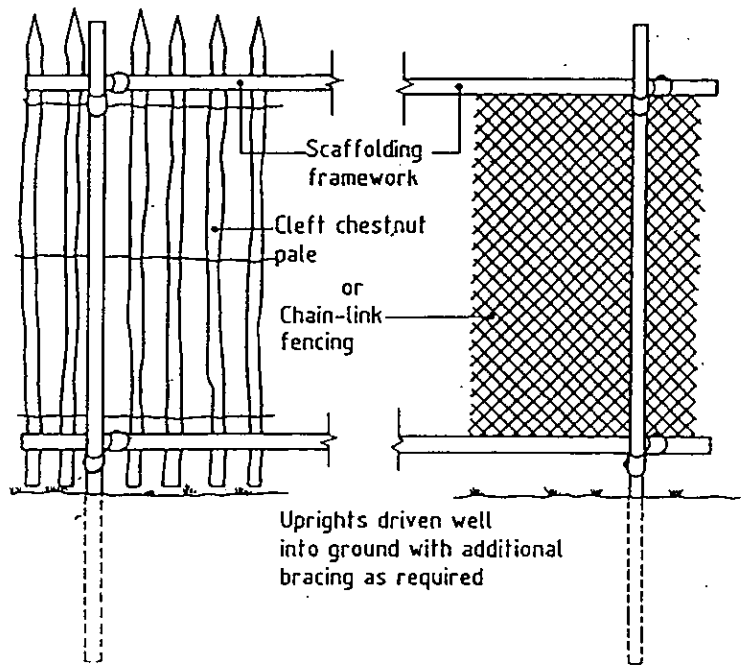



Figure 4. Protective fencing on scaffolding framework

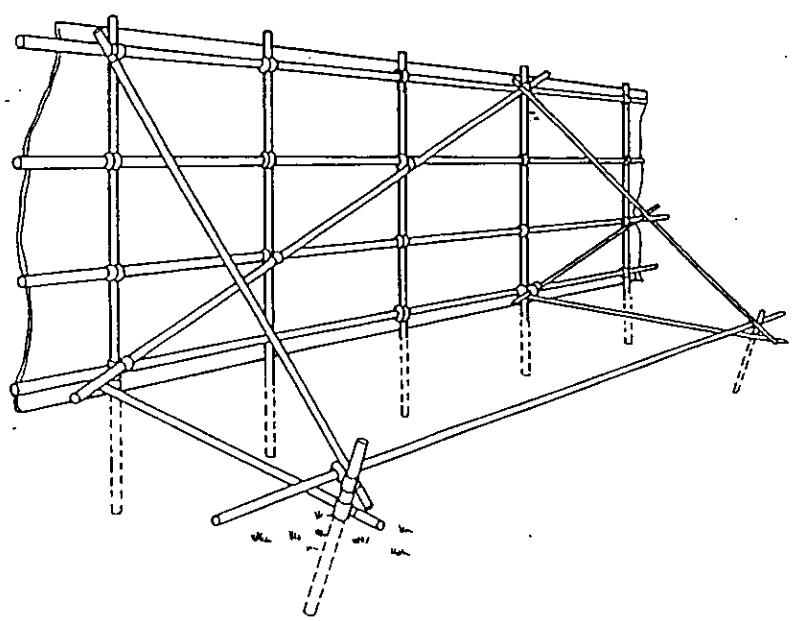


Figure 5. Protective fencing for special conditions

8.3.2 If it is essential for scaffolding to be erected within a protected area, fencing in accordance with 8.2.2 or 8.2.3 should be erected to provide just sufficient space for the scaffolding. The ground between this fencing and the building should be protected by boarding (e.g. scaffold boards) as shown in figure 6. A single thickness of boarding laid on the soil surface will provide sufficient protection for pedestrian loads, but more substantial boarding sufficient to spread the load should be used for heavier traffic. The ground beneath the boarding should be left undisturbed and should be protected with a porous geotextile fabric. If necessary, sand should be laid on the fabric to level the ground. When required, the building scaffolding should be erected. The boarding should be left in place until the building works are finished.

### 8.4 Additional precautions outside fenced areas

8.4.1 Once the area around trees has been protected by the fencing, any works on the remainder of the site can be carried out, provided such activities do not impinge on the protected areas. Notices should be erected on the fencing with words such as 'Protected area – no operations within fenced area'.

8.4.2 In particular, care is needed to avoid damage in the following ways.

(a) Oil, bitumen, cement or other material likely to be injurious to a tree should not be stacked or discharged within 10 m of a bole, and materials generally should not be stacked or discharged within 5 m of a bole.

(b) Concrete mixing should not be carried out within 10 m of a tree.

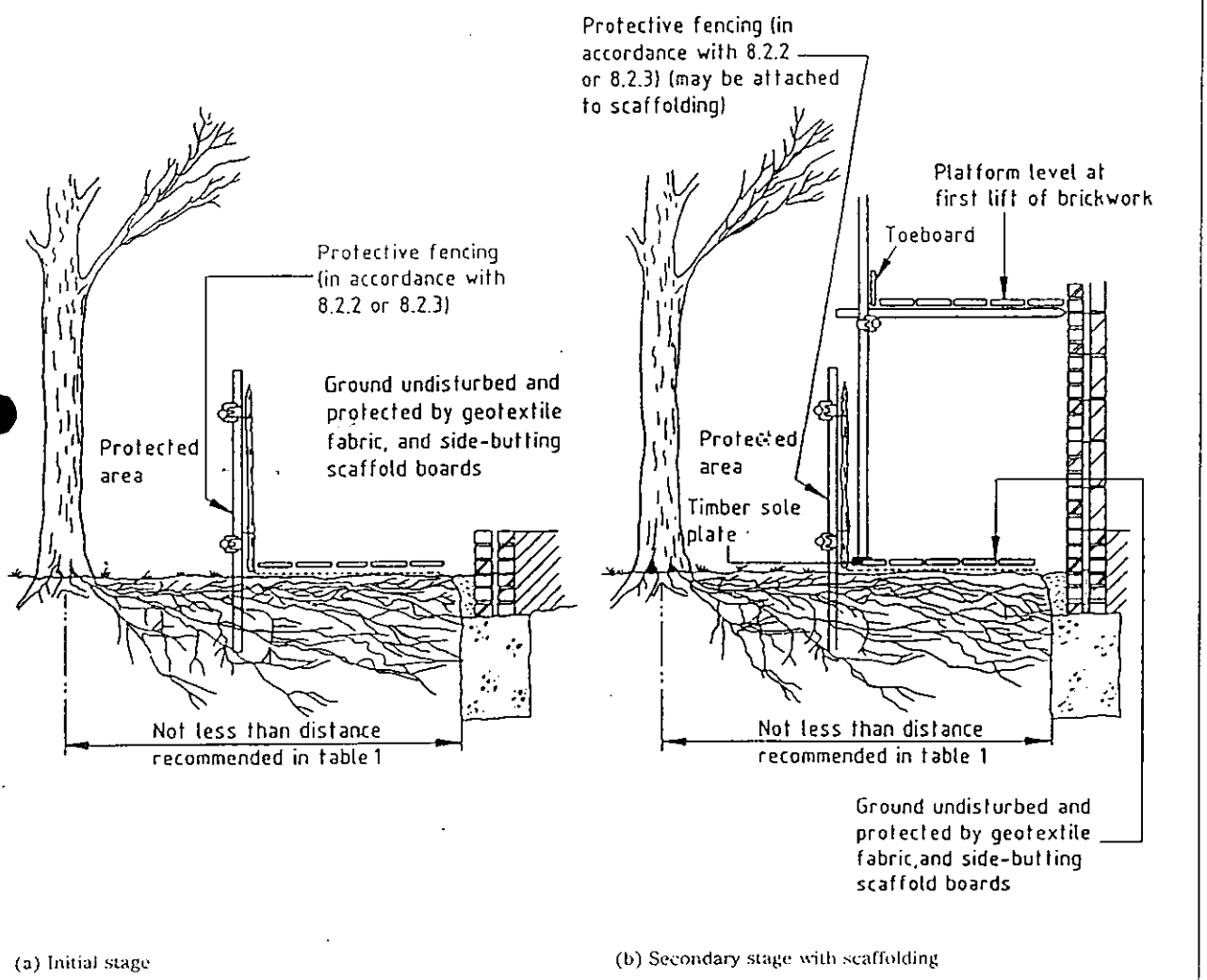



Figure 6. Scaffolding within a protected area (see 8.3.2)

28.JAN.2003 8266

# LAND AT THIRLSTONE HOUSE, 16 SHUTE END, WOKINGHAM

## PLANNING STATEMENT

December 2002

**LAND AT THIRLSTONE HOUSE,**
**16 SHUTE END, WOKINGHAM**

# PLANNING STATEMENT IN SUPPORT OF FULL PLANNING APPLICATION AND APPLICATION FOR LISTED BUILDING CONSENT BY THIRLSTONE HOMES LIMITED

The Barton Willmore Planning Partnership,
Beansheaf Farmhouse,
Bourne Close,
Calcot,
Reading,
Berkshire. RG31 7BW

Tel: 0118 943 0000
Fax: 0118 943 0002
Email: planning@reading.bartonwillmore.co.uk

Ref: 11967/P1a/A5/ACJ/mr
Date: 23rd December 2002

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## APPENDICES


Appendix 1 - Site Location Plan

# 1.0 INTRODUCTION

1.1 This Planning Statement accompanies a full planning application and an application for listed building consent made by Thirlstone Homes Limited for the conversion from offices to 7 one-bedroom, 5 two-bedroom and 1 three-bedroom units (total 13) with associated landscaping, car parking, access, bin and cycle store.

1.2 This statement provides a description of the site and surroundings (Section 2.0); a description of the proposals (Section 3.0); the benefits resulting from the proposals (Section 4.0); local and national planning policy considerations (Sections 5.0 and 6.0 respectively); an analysis of the relevant planning issues (Section 7.0); and conclusions (Section 8.0).

## 2.0 THE APPLICATION SITE AND SURROUNDINGS

2.1 The application site extends to 0.12 hectares (0.29 acres) and comprises the building known as Thirlstone House, the adjacent 'stable block', and a car parking area. The site fronts on to Shute End, and the existing access would be utilised. Thirlstone House is currently vacant while the stable block is in an office use on a short-term tenancy. The Site Location Plan is at Appendix 1.

2.2 There are a number of existing buildings currently on the site, all of which are to be retained, including Thirlstone House, which is three storey, with a modern predominantly two storey and part single storey rear extension, a former stable block which is part two storey and part one storey (which has been converted to office use) and car parking area. The original part of Thirlstone House is a Grade 2 Listed Building and the site lies within a Conservation Area as shown on the Local Plan Proposals Map.

2.3 To the south of the site lies Albany House, 14 Shute End, which currently provides serviced office space. To the north lies Wokingham District Council Offices, and to the west, at the rear of the site, is the staff car park to the Council Offices. The surrounding area is characterised by large properties, some of which have been converted from dwellings to office use.

2.4 Shute End is subject to a 30 mph speed limit and has street lighting and a footpath along its entire length. There is a small lay by immediately to the front of the building.

2.5 The site is located within the identified settlement boundary of Wokingham as defined by the Council in the South East Area Local Plan (Adopted 1994) and the Wokingham District Plan (as proposed to be modified) (November 2002). The site, by means of its location is extremely well served in terms of public transport, with a railway station within 300m of the site, which has regular services to Reading and Waterloo, as well as fast trains to Gatwick. The site is also in close proximity to a frequent bus service with stops within a short walking distance of the site.

2.6 The site is also in close proximity to a number of local schools (including the Walter Infant School and Nursery, The Palmer Church of England Junior School, Whitelocke Infant and Nursery School, Westcott Road Primary School, The Holt School, Emmbrook

School and St Crispins Secondary School for example), a wide range of job opportunities (at Molly Millar's Industrial Area, Toutley Industrial Estate, Station Industrial Park, Winnersh Triangle can be accessed by train and in Wokingham Town Centre) and major food and non-food retail facilities (Waitrose and Tesco, for example). The site is also within very easy walking and cycle distance of local recreational facilities including the Elms Road recreation ground, public open space off Gypsy Lane, Fairview Road and woodland at Woosehill, as well as Wokingham Cricket Club and the Phoenix Plaza Bowling Alley. As a result, better use of the site for housing purposes fully accords with the second criterion in paragraph 31 of PPG3.

## 3.0 THE APPLICATION PROPOSALS

3.1 Thirlstone Homes Limited propose the conversion of Thirlstone House and the associated stable block, to provide 7 one-bedroom, 5 two-bedroom and one three-bedroom units with associated landscaping, car parking, access, cycle and bin store. The proposals include a small first storey extension to the rear of Thirlstone House, above the existing modern ground floor extension, and the erection of a shared cycle and bin store to the rear of the site, in the area of existing car parking. The site layout is shown on plan no. TO:240-02.

3.2 The proposals also include the replacement of the existing "modern" windows on the rear extension with windows and doors sympathetic to the original building, the replacement of an existing sash window on the ground floor north elevation of Thirlstone House, the replacement of existing Velux windows in the roof of the single storey element on the front elevation of Thirlstone House and a new attractive external staircase to provide access to the first floor of the modern extension.

3.3 An application is also submitted for Listed Building Consent in relation to both internal and the external changes indicated above, at Thirlstone House, which is a Grade 2 Listed Building. The internal alterations relate to the removal of a number of walls and the addition of new walls as shown on Drawing No. W004-1, to enable the viable conversion of the property to proceed.

3.4 By retaining the existing buildings and only adding a small extension to the rear of the existing building and the addition of a new bin/cycle store, the proposals have no material impact on either Thirlstone House or the existing character of the conservation area. The plans accompanying these applications illustrate the site layout, elevational treatment and the relationship between the existing building and the proposed extension.

## 4.0 BENEFITS OF THE PROPOSALS

4.1 There are significant benefits associated with the application proposals:

i) enhancement of a Listed Building through the sympathetic modifications including replacement materials and window treatment;

ii) the enhancement of a Conservation Area;

ii) the change of use of Thirlstone House back to its original use, for residential purposes, in accordance with Local Plan Policy WOS2 and WHE12 as well as advice in PPG3 and PPG15;

iii) bringing a vacant property back into use;

iv) the re-use of previously developed land for housing within the identified settlement of Wokingham, in a highly sustainable location, in accordance with Local Plan Policy WH1 and the advice in PPG3 and PPG13;

v) the more efficient use of the land, through conversion of the existing buildings and small extension, thereby meeting the aims of PPG 3;

vi) an appropriate and sensitive design and layout to create an attractive living environment for new residents and to protect the amenities of adjoining neighbours; and

vii) the provision of housing to assist the Council in meeting their strategic housing requirement.

## 5.0 LOCAL PLANNING POLICY CONSIDERATIONS

5.1 The development plan comprises the Berkshire Structure Plan 1991-2006 (adopted 1995) and the South East Area Local Plan adopted in 1994. A Deposit Draft Berkshire Structure Plan 2001-2016 was published in March 2002. The Wokingham District Local Plan has been the subject of a Local Plan Inquiry, in two parts. Part 1 dealt with proposed major development to the south of the M4 motorway and was conjoined with a Section 78 appeal against non-determination (Shinfield site) and two Section 77 call-ins (Spencers Wood and Grazeley sites). Part 2 dealt with the remainder of the Plan. The Part 2 Inspectors' Report was released on 22nd November 2001. Members approved the Wokingham District Consolidated Modified Local Plan in November 2002, which has been approved for development control purposes.

**Berkshire Structure Plan 1991-2006 (Adopted 1995)**

5.2 Policy H5 promotes the provision of housing development by, inter alia: redevelopment or adaptation of an existing building or set of buildings; and changes of use of suitable permanent non-residential buildings and by the sub-division of existing dwellings; on suitable undeveloped land within built-up areas and settlement boundaries; and the redevelopment or an adaptation of an existing building or set of buildings within settlements.

5.3 Policy EN1 of the Structure Plan seeks to protect and enhance the character and quality of the environment and development must be appropriate in scale, form, impact, character and siting to its location. The policy also confirms that in order to achieve optimum use of land and buildings in built up areas, the re-use of vacant buildings and the redevelopment of derelict or genuinely underused urban land will be supported. The application proposals would utilise a vacant building and enable better use of previously developed land in accordance with this policy and PPG 3.

5.4 Policy EN4 indicates that proposals to listed buildings and buildings in conservation areas should conserve their historic fabric and character, preserve or enhance their settings, provide appropriate uses and ensure adequate standards of maintenance and repair. The proposals would not only conserve the historic fabric and character of the existing buildings, but would improve the existing rear extension of Thirlstone House.

5.5 Policy EN5 indicates that Conservation Areas will be protected from change damaging to their character and appearance, and encouragement will be given to proposals, which make a positive contribution to their enhancement. The application proposal reflects the provisions of this policy.

**Deposit Draft Berkshire Structure Plan 2001-2016 (2002)**

5.6 Policy H3 indicates that the fullest possible use is made of previously developed land in urban areas for housing and Policy H6 indicates residential development should make efficient use of land by encouraging densities of 115 dwellings per hectare on suitable sites in town centres, and also seeks the provision of a variety of dwelling sizes and types. The proposals would make an appropriate use of the existing site and at 108 dwellings per hectare, would achieve a density and mix of dwellings which is appropriate to its sustainable location, whilst respecting the character of the area, and in compliance with the objectives of policies H3 and H6.

5.7 Policy EN4 that relates to the Historic Environment indicates that proposals will be expected to have regard to the wider historic environment and will only be permitted when they would conserve or enhance the character of the built environment.

5.8 Policy T6 of the Deposit Draft Structure Plan indicates that car parking will be planned so as to bring about a decrease in the rate of growth of car travel and, particularly in urban areas, achieve a decrease in the proportion of trips undertaken by car.

**South East Area Local Plan (Adopted 1994)**

5.9 Policy STV1 identifies Wokingham as an identified settlement within which development will normally be allowed. Policies SBE1 and SBE2 seek to ensure that the design of new development is appropriate to the character of the area in which the development is situated. No significant adverse affect on the character of the area should arise from the small extension, which is to the rear of the existing buildings, which obscures any views of the new development from Shute End.

5.10 Policy SH1 confirms that within the identified settlements residential development in the form of infilling, rounding off and development generally will be considered favourably subject to local environmental constraints and other provisions of the plan. The Policy confirms, inter alia, that there should be no significant adverse effect on the character of the area, off-street parking, and the presence of adequate local highway capacity to cater for traffic generated by the development. The application proposals reflect the provisions of these policies.

5.11 The site is situated within a Conservation Area. Policy SBE12 indicates inter alia that within such areas all buildings, trees, views and other aspects, which make up the distinctive character will be protected and enhanced. Policy SBE14 and SBE15 indicate that developments which would be inappropriate within Conservation Areas would be refused, and sets out the criteria against which new development is assessed including:

> **"(A) The Massing, Scale, Siting and Design of Proposed Building(s);**
> **(B) The Materials to be used in New Building(s) (and Ancillary Floorspace Treatments). These should be Appropriate to the Area and Sympathetic to Adjoining Buildings;**
> **(C) The Contribution The New Building(S) would make to the Character of the Area."**

The massing and scale of the small extension to the rear of the modern extension has been designed to be in keeping with the existing buildings, and the extension would not result in any increase in the building's footprint. Views of the extension from Shute End would be obscured by the existing development as it is to the rear of the site. To the rear of the site is Wokingham District Council's staff car park, however the proposed extension is set back from site's boundary. As the proposed bin/cycle store are to the rear of the site, they would not be visible from Shute End. The proposals would therefore not have an adverse impact on the Conservation Area, but would rather enhance the existing site, particularly through the replacement of the existing windows which felt to be wholly inappropriate given the listed building and conservation area designation. The application is for full planning permission which accords with Policy SBE13.

5.12 Thirlstone House as a Grade 2 listed building and is therefore covered by Policy SBE16 and SBE17, which relate to listed buildings and seek to ensure that such buildings are

afforded appropriate uses and settings. Policy SBE16 indicates that it is desirable that historic buildings are used for the purpose for which they were built should remain in that use. The original use of Thirlstone House was as a dwelling, the last use of the building was for offices - although the building is currently vacant - therefore the proposals therefore fully accord with Policies SBE16 and SBE17. The proposals will return the building back to its original use.

**Wokingham District Local Plan (Deposit Draft 1997) as Proposed to be Modified (2000) and Modified (2002)**

5.13 The Modified Local Plan, which was ratified by the Executive on the 4th December 2002, indicates the site is located within the identified settlement boundary of Wokingham, which is a Category A settlement.

5.14 Policy WH1A states:

> **"Within identified settlements proposals for using land and buildings for housing will be determined in accordance with the following sustainable development criteria:**
> **a) development proposals will make the most efficient use of land and buildings, having regard to the need to maximise densities, a proper mix of housing and adequate levels of affordable housing;**
> **b) the extent that future residents would be car dependent or have good access to alternative means of transport**
> **c) how successful the design and layout of the proposals would be in minimising any adverse impact on the character of the adjoining buildings and/or landscape and ecology of open areas;**
> **d) the extent to which proposals would make more efficient use of existing social and physical infrastructure, having regard to the cumulative impact of development."**

5.15 The application proposals therefore fully accord with Policy WH1A, through the proposed residential density, which maximises the more efficient use of the land, without causing harm to the amenity of surrounding neighbours.

5.16 Policy WH3A indicates that in places where there is good public transport accessibility, densities in excess of 50 dwellings net per hectare will be supported.

5.17 The car parking standards for residential development are 2 spaces per dwelling for units up to 3 bedrooms in size, with an additional space per bedroom thereafter. The strict application of this standard requires the provision of 26 spaces on site. However due to the sustainable location of the site, in close proximity to public transport and local services and facilities, a relaxation of these standards, to provide for 16 car parking spaces, would be appropriate and in accordance with the guidance in PPG3 and PPG13.

5.18 Policy WHE4 of the Modified Plan, relates to Conservation Areas and seeks to ensure that proposals should preserve or enhance those features that contribute to them and one of the criteria is that extensions to buildings should be subservient to the existing building, and should reflect the character and form of the original building. The proposals have been designed to respect the existing area and as such accords with this criteria.

5.19 Policy WHE10 relates to alterations of listed buildings and indicates that they will be allowed provided the important character of the building is unharmed, while Policy WHE11 seeks to ensure proposals adjacent to a Listed Building, whether within or outside its curtilage, will be considered against criteria which include: the development should be sympathetic in scale; should respect the roof form and height; and that the development should be finished in sympathetic materials. The proposals have been designed to respect the existing building and as such accord with the criteria set out.

5.20 Policy WHE12 and the supporting text indicate that where possible a listed building should be retained in the use for which it was designed. The proposals would reinstate the original use of the building, for residential purposes, and therefore accords with this Policy.

5.21 Policy WHE13 relates to extensions and alterations to listed buildings and indicates that extensions should be subservient to the listed building, sympathetic to the building character, sympathetic to the proportions of the listed building, that windows and doors should match or respect the window/doors of the listed building and the importance of the extension in securing either the retention of the building in its existing use or a change of use. These criteria have been carefully considered in the designing of the proposals and in our view met.

5.22 The site lies within an area of archaeological potential as designated in the Local Plan. Policy WHE17 indicates that proposals, which would affect a site of archaeological potential, will be expected to include appropriate measures for the protection of remains. The application proposals primarily relate to the extension at first storey level, which would have no impact on archaeological potential. The proposed cycle/bin store and new boundary walls adjacent to the existing access are to be built on areas of existing car parking and will require minimal excavations which are unlikely to impact on any archaeological potential.

5.23 Policies WOS3 and WBE1 seek, inter alia, to ensure that development occurs in sustainable locations, of a high quality that is appropriate to its setting and does not cause highway safety problems. The proposals would enhance the existing site.

5.24 In conclusion, the application proposals fully accord with the provisions of both the adopted plan and emerging plan policy through, enhancing the setting to a Listed Building and Conservation Area, making the best use of land within an identified settlement for housing and to provide a development of a high design and architectural quality, without causing harm to the existing character of the area.

# 6.0 NATIONAL PLANNING POLICY GUIDANCE

**PPG1 General Policy and Principles**

6.1 Sustainable development and design are two of the principal themes, which underpin the Government's approach to the planning system. A sustainable planning framework should, inter alia, provide for the nation's need for new homes, while respecting environmental objectives and using already developed areas in the most efficient way, by making them more attractive places in which to live and work (paragraph 5). The proposals involve the re-use of previously development land in a form, which meets the sustainable objectives at paragraph 7. Paragraph 15 goes on to state that good design should be the aim of all those involved in the development process and can help promote sustainable development; improve the quality of the existing environment; and reinforce civic pride and a sense of place.

6.2 Paragraph 40 confirms that those deciding planning applications or appeals should always take into account whether the proposed development would cause demonstrable harm to interests of acknowledged importance.

**PPG3 Housing**

6.3 The Note confirms the Government's commitment to making more efficient use of land by maximising the re-use of previously developed land for housing, in order to promote re-generation and minimise the amount of greenfield land being taken for development (paragraphs 21 and 22).

6.4 The application proposal site is the type of housing site that the DTLR is looking to, to meet its target of 60% of additional housing on previously developed land (paragraph 23), and this is endorsed by the output of the Council's Urban Capacity Study.

6.5 Paragraph 30 confirms local planning authorities should follow a search sequence, starting with the re-use of previously developed land and buildings within urban areas identified by an urban capacity study, then urban extensions and finally new development around nodes in good public transport corridors. The presumption is that previously developed sites should be developed before greenfield sites (Paragraph 32).

6.6 Paragraph 31 sets out, as follows, a series of criteria against which to assess sites for housing: the availability of previously developed sites; the location and accessibility of potential development sites to jobs, shops and services by modes other than the car and the potential for improving such accessibility; the capacity of existing and potential infrastructure; the ability to build communities to support new physical and social infrastructure; and the physical and environmental constraint on development of land. The application proposal accords with these 'tests'.

6.7 Paragraph 38 advises that considering planning applications for housing development in the interim, before development plans can be reviewed, local authorities should have regard to the policy contained in this PPG as material considerations, which may supersede the policies in their plan. This paragraph applies in this instance.

6.8 Paragraph 46 states:

> **"To promote more sustainable residential environments, both within and outside existing areas, local planning authorities should promote:**
>
> - **development that is linked to public transport;**
> - **mixed use development;**
> - **a greener residential environment;**
> - **greater emphasis on quality and designing places for people; and**
> - **the most efficient use of land."**

**PPG13 Transport**

6.9 The revised PPG13, published in March 2001, confirms that the Government's objectives relate to the promotion of more sustainable transport choices and a reduction in the need to travel, especially by car. This is intended to ensure that the planning system plays its part in the Government's strategy on sustainable development. The site is well located in Wokingham Town Centre and to its established rail, bus and cycle network.

The opportunity exists to undertake trips by other means than the car for work, education, shopping etc purposes.

**PPG 15 Planning and the Historic Environment (September 1994)**

6.10 PPG15 makes it clear that the best use for Listed Buildings is the use for which it was originally designed, and the continuation or reinstatement of that use should certainly be the first option when the future of a building is considered.

6.11 The guidance goes on to specifically refer to alterations and extensions to Listed Buildings stating at Paragraph 3.12:

> **"Many listed buildings can sustain some degree of sensitive alteration or extension to accommodate continuing or new uses.**
>
> **In judging the effect of any alteration or extension it is essential to have assessed the elements that make up the special interest of the building in question."**

6.12 The guidance also refers to developments and changes of use within conservation areas within the commercial areas of towns and villages. The guidance indicates that while conservation of their character of appearance must be a major consideration, this cannot realistically take the form of preventing all new development, but must ensure any new development accords with the area's special architectural and historic interest. The note goes on to clarify at paragraph 4.20 that:

> **"whilst the character and appearance of conservation areas should always be given full weight in planning decisions, the objection of preservation can be achieved either by development which makes a positive contribution to an area's character or appearance, or by development which leaves character and appearance unharmed".**

6.13 In conclusion, the application proposal responds well to national planning policy guidance.

## 7.0 RELEVANT PLANNING ISSUES

7.1 There are a number of issues relevant to this planning application:

**Impact upon the character and appearance of the Listed Building**

7.2 The proposals have been carefully designed to respect the features of Thirlstone House, which is a Grade 2 Listed Building, and also enhance the existing building, particularly in relation to the modern extension which does not at present relate well to the original building.

7.3 The changes proposed would not impact on the historical interest of the building, which relate to the original building, and more specifically to the front of the building, which is referred to in the listing. The building's setting is particularly important to the street scene of Shute End, and as indicated previously the proposals relate to small changes to the rear of the property. The extent of the works which are proposed are considered to be minimal and would 'complete' the existing extension, which would not materially detract from Thirlstone House, due to distance and the proposed replacement materials to be used.

7.4 Further to which, the proposals will enable the change of use of the property back to its original use for residential purposes, in line with Government advice regarding higher densities in sustainable locations.

**Impact upon the character and appearance of the Conservation Area**

7.5 The site is located within Conservation Area. The scheme proposal has been designed to take account of the existing character of Thirlstone House, particularly in terms of style, scale, height, massing and materials. The modern extension as existing would also be altered to appear more sympathetic to the original building. It is felt that the proposal would make a positive contribution to both Thirlstone House and the Conservation Area.

7.6 In addition, the proposed small first floor extension would be located to the rear of Thirlstone House itself, and as such it is unlikely that it would be possible to view the

extension from Shute End. From the side entrance of the Council offices, it is likely that only a glimpsed view of the extension would be possible, due to the angle of the view and the disposition of the stable block. From the Council offices car park to the rear of the building, the potential impact would be negligible, as the single storey extension (as existing) would only be increased to first floor level.

7.7 PPG15 makes it clear that proposals can achieve the objection of preserving a Conservation Area either by development which makes a positive contribution to an area's character or by development which leaves character and appearance unharmed. Therefore if the Council should consider that the proposals to do not enhance either the existing building or the Conservation Area, the guidance makes it clear that the same objection of preservation can be achieved by development which leaves character and appearance unharmed.

**Existing Trees**

7.8 The Tree Report which accompanies this Planning Statement as part of this Planning Application indicates that all of the trees on the site are of either Category C, C/D or D, and concludes that provided the guidelines in relation to BS 5837 (1991) and NJUG 10 are followed and protective fencing is erected prior to any development activity and maintained throughout the construction period, the existing tree cover should be safely integrated within the proposed development.

**Archaeology**

7.9 The site is located within an Area of Archaeological Potential, however the proposals relate only to the construction of the cycle/bin store to the rear of the site and new sections of boundary wall adjacent to the access, both of which would be constructed on areas of existing car parking and hard surfacing. The construction of the cycle store / bin store and boundary walls, are likely to require minimal excavations which are unlikely to impact on the area of archaeological significance.

**Principle of change of use to residential**

7.10 The site is located within the identified settlement of Wokingham where development is acceptable, subject to meeting the other policies of the Local Plan. The site is 'previously-used land' and therefore, the principle of development would be in accordance with government guidance as outlined in PPG 3.

7.11 In addition, Thirlstone House has been vacant for over 12 months. The change of use of the building would be in line with national planning policy guidance at PPG3 and PPG15, which promote bringing vacant buildings back into use.

**Efficient re-use of previously developed land**

7.12 The site represents previously developed land within an identified settlement. Such sites should be utilised before greenfield sites in accordance with the search sequence identified in PPG 3 (paragraph 30). This is the type of housing site that the DTLR is looking to meet the national target of 60% of additional housing on previously developed land (PPG 3, paragraph 23).

7.13 The application therefore accords with the aims of PPG 3 and the draft local plan policy that seeks the effective use of land without compromising the quality of the environment.

**Impact upon the residential amenity of the neighbouring buildings**

7.14 Shute End is characterised by mainly older buildings either three or two-storey, with the exception of the more recent addition of the Council offices. The surrounding buildings are primarily either in a residential or office use.

7.16 The proposals include only a small addition to the existing extension to the rear of the building at first floor level, which represent an appropriate form of design and layout. Careful consideration has been given to the internal layout and positioning of windows to ensure that there will be no opportunity for overlooking into adjoining properties, particularly Albany House to the east, which is further screened by a number of trees along the boundary with Albany House to the south.

7.17 Hence there would be no material adverse impact upon the amenity of the neighbouring properties, and the proposed development would be in accordance with the policies of the adopted and draft Plans.

**Sustainable Development**

7.18 The application provides for the efficient re-use of previously developed land within the identified settlement of Wokingham. Wokingham offers established train and services, and cycle network. The site is within easy reach of shopping, leisure and education facilities. A range of employment opportunities are provided in the surrounding area, for example at Wokingham Town Centre and Waitrose.

7.19 Taking into account these issues, together with local and national planning policy considerations, the current planning application is considered appropriate.

## 8.0 CONCLUSIONS

8.1 The application proposals will result in an enhancement of Thirlstone House which is a Grade 2 Listed Building, primarily through the improvement of the existing modern extension situated to the rear of the original building, which is unsympathetic in its current design, most noticeably in relation to the windows. As such the proposals also provide the opportunity to enhance the Wokingham Town Centre Conservation Area.

8.2 The small first floor extension, over the existing ground floor extension, will 'round off' and complete the existing extension whilst respecting Thirlstone House and has been sensitively designed to create an attractive living environment for new residents and to protect the amenities of adjoining neighbours.

8.4 The proposals also relate to a change of use of Thirlstone House, which has been vacant for over 12 months, back to its original use, for residential purposes, in accordance with Local Plan Policy WOS2 and WHE12 as well as advice in PPG3 and PPG15.

8.3 The proposals also relate to a change of use to residential from office at the 'stable block'. The proposals are to create one two-bed house and one three-bed house with the replacement of two Velux windows in the roof.

8.4 The proposals provide for the re-use of previously developed land within an identified settlement for housing, in accordance with national planning policy guidance at PPG's 1, 3 and 13, Structure Plan Policy H5, and both the adopted and emerging Local Plans.

8.5 The retention of existing trees and boundary treatments will assist in the 'greening' of the new residential environment and protect the amenities of adjoining residents.

8.6 Thirlstone Homes Limited consider the application proposal is appropriate in terms of its layout and design approach.

# APPENDIX 1

## SITE LOCATION PLAN

**Is the site in a Conservation Area:** ☑ Yes ☐ No If "Yes" which one Wokingham

Is the site a Listed Building: ☑ Yes ☐ No

Is a Statutory Advertisement required: ☑ Yes ☐ No - Major application
- Listed Building in a Cons Area

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## INTERNAL CONSULTATIONS

Building Control

Heritage (Harold Sanders)

Landscape } with copy of tree survey

Trees

Environmental Health

Housing

Leisure & Cultural Services — Wendy Smith, Chris Hamilton, Gerard Kerslake, Dave Hooper

Public Rights of Way Officer

Property

Policy & Plans

Joint Strategic Planning Unit

Archaeological Officer (BABTIE)

Education

Social Services

Highways

Dinton Pastures

Drainage } major dev.

Access officers

## NEIGHBOURS

.....

S|N + See map

.....

.....

2x pre-apps attached

## EXTERNAL CONSULTATIONS

Adjacent DPA : _____

Adjacent Parish : _____

SEB

British Gas

Oil pipeline

Transco

Environment Agency

Railtrack

Police Arch Officer

Thames water

Royal Berks Fire & Rescue

## HERITAGE BODIES

Victorian Society
The Georgian Group
Ancient Monuments Society
Council for British Arch
RCHME
NRPB (Telecommunications)
Sport England
Society for Proct' of Ancient Bldgs
English Heritage

## OTHERS

.....

.....

.....

.....

.....

.....

(*) PRE-APPS ATTACHED (*)

**Application Number: F/2002/8266**

**Case Officer :** EXC

**Valid Date :** 28 JAN 2003

**Map No :**

**Site Area :**

**Received Date: 30/12/2002**

**Level : Committee Item - No Date Set**

**Description : Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building.** with new external staircase. Changes to wall & gates at entrance to site. Erection of cycle store & bin store.

**Location : Thirlstone House 16, Shute End, , Wokingham.**

**Parish : WK** **Ward : EVE**

**Applicant : Thirlstone Homes C/O Barton Willmore Partnership.**

9430002
Alison Jones
FAX

**Fee Required: £2860** **Fee Received: £2860** (S)

**Additional: ..... or Refund: .....**

**Enforcement Section to be notified** ☐ (tick if required)

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**Additional information required for validation;**

| REASON | NOTES | DATE REQ | DATE RECD |
|---|---|---|---|
| LOCATION PLANS | | | |
| BLOCK PLANS | | | |
| FORMS UNSIGNED | | | |
| S.66 MISSING/INCORRECT/ UNSIGNED | | Faxed 10/1 | |
| ELEVATION PLANS | Main House – front elevation – Should show extended 2-storey portion at rear of block (Flats 5 & 10) [Also applies to street elevation, drawing no: 2404-0] | ✓ | 28 JAN 2003 |
| FLOOR PLANS | Stables Block – 2nd Side elev shows 2 windows at 1st floor level, floor plan shows 3. | ✓ | |
| NO SCALE OR SCALE IS IMPERIAL | ~~1st side elev does not show ground floor door.~~ Both side elevs should show roof lights etc. | ✓ | |
| ENCROACHMENT LETTER REQUIRED | | | |
| OTHER | Main House – Section drawing also required to show in full the "front" elevation of Flats 5 & 10 (from Shute End direction) + other side of new staircase. – Section to show kitchen rooflight & new stairwell window: – Section to show windows for Flats 3 & 8 (obscured by Flats 2 & 7 in "side elevation 1" | ✓ See attached sketch | |

| Organisation_Name | Building_Name | address1 | Postcode |
|---|---|---|---|
| BEARWOOD CORPORATE SERVICES | ST. FLORIAN HOUSE | ST. FLORIAN HOUSEMILTON ROADWOKINGHAM | RG40 1EN |
| GAP SOFTWARE LTD | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| HARRINGTONS | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| IMPACT EUROPE | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| GAP COMPUTERS | BROADWAY HOUSE 7-9 | BROADWAY HOUSE 7-9SHUTE ENDWOKINGHAM | RG40 1BH |
| FRANCIS DESIGN & PRINT | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| THE GIGGLING SPRING | | 1SHUTE ENDWOKINGHAM | RG40 1BH |
| HERRINGTON & CARMICHAEL SOLICI | | 8SHUTE ENDWOKINGHAM | RG40 1BL |
| ~~WOKINGHAM DISTRICT COUNCIL~~ | | | RG40 1BN |
| | SHUTE END HOUSE | 10SHUTE ENDWOKINGHAM | RG40 1BJ |
| WISEGUYS | 2-4 | 2-4SHUTE ENDWOKINGHAM | RG40 1BJ |
| | | 6SHUTE ENDWOKINGHAM | RG40 1BJ |
| | | 2MILTON ROADWOKINGHAM | RG40 1DB |
| | | 4MILTON ROADWOKINGHAM | RG40 1DB |
| | | 6MILTON ROADWOKINGHAM | RG40 1DB |
| | | 8MILTON ROADWOKINGHAM | RG40 1DB |
| | 2A | 2ASHUTE ENDWOKINGHAM | RG40 1BJ |
| | | 11THE TERRACEWOKINGHAM | RG40 1BP |
| | | 15THE TERRACEWOKINGHAM | RG40 1BP |
| | | 17THE TERRACEWOKINGHAM | RG40 1BP |
| [redacted] 28. JAN. 2013 8266 | | 19THE TERRACEWOKINGHAM | RG40 1BP |
| | | 21THE TERRACEWOKINGHAM | RG40 1BP |
| | | 25THE TERRACEWOKINGHAM | RG40 1BP |
| | | 27THE TERRACEWOKINGHAM | RG40 1BP |
| | | 29THE TERRACEWOKINGHAM | RG40 1BP |
| | | 3THE TERRACEWOKINGHAM | RG40 1BP |
| | | 31THE TERRACEWOKINGHAM | RG40 1BP |
| | | 5THE TERRACEWOKINGHAM | RG40 1BP |
| | | 9THE TERRACEWOKINGHAM | RG40 1BP |
| ALLIED MARKETING | SALISBURY HOUSE | SALISBURY HOUSEMILTON ROADWOKINGHAM | RG40 1DB |
| | 21A | 21ATHE TERRACEWOKINGHAM | RG40 1BP |
| QUEENS HEAD | | 23THE TERRACEWOKINGHAM | RG40 1BP |
| CHARLES PLATEL & PARTNERS | GUILDGATE HOUSE | GUILDGATE HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| D I V A COMMUNICATIONS | GUILDGATE HOUSE | GUILDGATE HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| SAVE A HEART | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| MOBILE SHIPPING | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| DUO WORK | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| ANGELS LTD | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| [redacted] A COMMUNICATIONS TECHNOLO | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| TOTAL LOGISTICS | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| PHASE ONE | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| DOCUMENT DESIGN | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| DEBUT COMPUTER SERVICES LTD | BROADWAY HOUSE 7-9 | BROADWAY HOUSE 7-9SHUTE ENDWOKINGHAM | RG40 1BH |
| W I I F M LTD | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| ~~CHARLES PLATEL & PARTNERS~~ | ~~GUILDGATE HOUSE~~ | ~~GUILDGATE HOUSETHE TERRACEWOKINGHAM~~ | RG40 1BP |
| INTABEX | | 14SHUTE ENDWOKINGHAM | RG40 1BJ |
| ~~POSWARE~~ | | ~~1SHUTE ENDWOKINGHAM~~ | RG40 1BH |
| ~~DOUBLE DUTCH~~ | | ~~1SHUTE ENDWOKINGHAM~~ | RG40 1BH |
| | | 65ELLISON WAYWOKINGHAM | RG40 2AB |
| DRS HAVERS MCCALL HASLAM | | 43BROAD STREETWOKINGHAM | RG40 1BG |
| HOLLISTER HOUSE | | 38BROAD STREETWOKINGHAM | RG40 1AB |
| HOLLISTER LTD | | 42BROAD STREETWOKINGHAM | RG40 1AB |
| HUTCHISON MANAGEMENT LTD | SALISBURY HOUSE | SALISBURY HOUSEMILTON ROADWOKINGHAM | RG40 1DB |
| ~~DAV MANAGEMENT LTD~~ | ~~BROADWAY HOUSE 7-9~~ | ~~BROADWAY HOUSE 7-9SHUTE ENDWOKINGHAM~~ | RG40 1BH |
| | ALBANY HOUSE | ALBANY HOUSESHUTE ENDWOKINGHAM | |
| BEARWOOD CORPORATE SERVICES | ST. FLORIAN HOUSE | ST. FLORIAN HOUSEMILTON ROADWOKINGHAM | RG40 1DB |
| REXNORD BELGIUM | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| ALLIED MEDICARE LTD | KINGSWOOD HOUSE | KINGSWOOD HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| | ~~GUILDGATE HOUSE~~ | ~~GUILDGATE HOUSETHE TERRACEWOKINGHAM~~ | RG40 1BP |
| | | 20SHUTE ENDWOKINGHAM | RG40 1BJ |
| VOLUME DIRECT MARKETING LTD | THIRLESTONE HOUSE | THIRLESTONE HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |

| Organisation_Name | Building_Name | address1 | Postcode |
|---|---|---|---|
| GUAVA LTD | | 18SHUTE ENDWOKINGHAM | RG40 1BJ |
| BASIC AMERICAN MARKETING | ALBANY HOUSE | ALBANY HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| R A B PENSION TRUST | ALBANY HOUSE | ALBANY HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| PROFESSIONAL I T SEARCH & SELEC | ALBANY HOUSE | ALBANY HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| D A V MANAGEMENT | ALBANY HOUSE | ALBANY HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| HALL GARLICK | ALBANY HOUSE | ALBANY HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| INSIL LTD | ALBANY HOUSE | ALBANY HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| SOLOSOFT UK LTD | ALBANY HOUSE | ALBANY HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| TARA FINN SERVICES | ALBANY HOUSE | ALBANY HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| INTABEX SERVICES LTD | ALBANY HOUSE | ALBANY HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| VOLUME DIRECT LTD | ALBANY HOUSE | ALBANY HOUSESHUTE ENDWOKINGHAM | RG40 1BJ |
| VOLUME DIRECT LTD | ALBANY HOUSE BUSINES: | ALBANY HOUSE BUSINESS CENTRESHUTE ENDWC | RG40 1BJ |
| DRS SURGERY | | | RG401BE |
| | | | RG401BH |
| BASIC AMERICAN MARKETING | ALBANY HOUSE | | RG401BJ |
| D A V MANAGEMENT | ALBANY HOUSE | | RG401BJ |
| R A B PENSION TRUST | ALBANY HOUSE | | RG401BJ |
| PROFESSIONAL I T SEARCH & SELEC | ALBANY HOUSE | | RG401BJ |
| HALL GARLICK | ALBANY HOUSE | | RG401BJ |
| INTABEX SERVICES LTD | ALBANY HOUSE | | RG401BJ |
| [redacted]IL LTD | ALBANY HOUSE | | RG401BJ |
| [redacted]OSOFT UK LTD | ALBANY HOUSE | | RG401BJ |
| TARA FINN SERVICES | ALBANY HOUSE | | RG401BJ |
| 3 T LOGISTICS LTD | ALBANY HOUSE | | RG401BJ |
| VOLUME DIRECT LTD | ALBANY HOUSE | | RG401BJ |
| | THIRLESTONE HOUSE | | RG401BJ |

28.JAN.2003 8266

28.JAN.2003 8266

**Received by Wokingham District Council**

# Application No: F/2002/8266

**Proposal:**
Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building with new external staircase. Changes to wall and gates at entrance to site.

**Location:**
Thirlstone House 16, Shute End, , Wokingham.

**The application is available for inspection at Wokingham District Council's offices during the following times:**

**PLANNING DEPARTMENT, SHUTE END, WOKINGHAM TEL (0118) 974 6428 8.30 - 5.00 Monday - Thursday & 8.30 - 4.00 Friday**

**WOODLEY LIBRARY HEADLEY ROAD WOODLEY 9.30am - 7.00pm Mon, Thurs & Fri. 9.30am - 5.00pm Tues, 9.30am - 1.00pm Saturday and 1.00pm - 4.00pm Sunday. Library closed all day Wednesday. If you intend to view this application at Woodley Library please allow 4 days from the date of this letter for delivery of plans and remember to quote application number F/2002/8266 to enable the library staff to locate the correct information.**

**Comments should be sent in writing QUOTING THE APPLICATION NUMBER to the Case Officer Emy Circuit P.O. Box 157 Council Offices, Shute End, Wokingham Berkshire, RG40 1WR to arrive on or before 27/02/2003. Written comments submitted will become available for public inspection.**

**In view of the very large number of planning applications and letters of comment received, it will not be possible for an individual reply to be issued to observations made. However any comments will be taken into account when the application is determined and you will be notified of the decision.**

**Trevor Watson**
**Development Control Manager**

**04 February 2003**

WOKINGHAM UNITARY
Aiming for Excellence

# PLANNING SERVICES

## Fax Cover Sheet

**DATE:** 10/1/03

**TO:** Alison Jones

**FROM:** Cam Hurst **Planning Services.**

**NUMBER OF PAGES INCLUDING THIS HEADER SHEET:** 4

**RECIPIENT FAX NUMBER:** 0118 9430002

**OUR FAX NUMBER: (0118) 974 6484**

**SUBJECT:** 16 Shute End.

**NOTES:** See attached letter - applies to listed building appl also so 11 sets of plans will be required. I have retained all the papers.

**The Barton Willmore Planning Partnership - Reading**
Beansheaf Farmhouse, Bourne Close, Calcot,
Reading, RG31 7BW.
Tel 0118 943 0000 Fax 0118 943 0002
e-mail: planning@reading.bartonwillmore.co.uk

28. JAN. 2003 8266

Barton Willmore
Planning

Ms. C. Hurst,
Planning Services,
Wokingham District Council,
Civic Offices,
Shute End,
Wokingham,
Berkshire. RG40 1BN

**BY HAND**

11967/A3/ACJ/slh

28th January 2003

Dear Mrs Hurst,

**LAND AT THIRLSTONE HOUSE, 16 SHUTE END, WOKINGHAM**
**THIRLSTONE HOMES LIMITED**
**REFERENCE NUMBER: 2002/8266 & 2002/8267**

We refer to your letter dated 10th January 2003, requesting additional plans and sections in order for the applications above, for Listed Building Consent and Full Planning, to be validated. For the purpose of clarity we have set out below the additional information requested and the appropriate drawing number responding to that point.

1. **Main House Front Elevation - 2 storey extension at the rear of the building (Flats 5 & 10) shown on front elevation and street scene drawing No.10.**

   Please see TO:240-06 Rev A and TO:240-10 Rev A

   For the avoidance of doubt, we would like to confirm that whilst the front elevation (TO:240-06 Rev A) and the street scene (TO:240-10 Rev A) show the first storey extension at the rear of the main building as being visible, due to perspective, distance and levels, in reality these elements are not visible from Shute End.

2 **Stables Block - Two windows at first floor level shown on 2nd Side Elevation and floor plan**

   Please see TO:240-08 Rev A and TO:240-09 Rev A - Side Elevation 2

3. **Stables Block - 1st Side Elevation showing ground floor door**

   Please see TO:240-09 Rev A - Side Elevation 1

4. **Both Side Elevations showing roof lights**

   Please see TO:240-09 Rev A - Side Elevation 1

5. **Main House - Section showing full front elevation of flats 5 & 10 and other side of new staircase**

   Please see TO:240-16 - Sectional Elevations C-C and TO:240-03 - Proposed Ground Floor Plan

6. **Section showing kitchen roof-light and new stairwell windows**

   Please see TO:240-15 - Sectional Elevations B-B and TO:240-03 - Proposed Ground Floor Plan

7. **Section showing windows for flats 3 & 8 (obscured by flats 2 & 7 in Side Elevation 1)**

   Please see TO:240-15 - Sectional Elevation A-A and TO:240-03 - Proposed Ground Floor Plan

In light of the above, please find enclosed the following plans which have been included in respect of the two applications. Where indicated, the revised plans should be considered as superseding the plans previously submitted on the 23rd December 2002.

**Application for Listed Building Consent**

In relation to the application for Listed Building Consent the revised plans comprise:

- 5 no. Sets of Existing and Proposed Elevations (Revised Drawings) including:

| | |
|---|---|
| TO:240-06 Rev A | Front and Rear Elevations - Main Block (superseding TO:240-06) |
| TO:240-09 Rev A | Side Elevations - Stables Block (superseding TO:240-09) |
| TO:240-10 Rev A | Street Elevation (superseding TO:240-10) |
| TO:240-15 | Sectional Elevations A-A, B-B - Main Block |
| TO:240-16 | Sectional Elevations C-C - Main Block |

**Full Planning Application**

In relation to the application for full planning the revised plans comprise:

- 6 no. Sets of Revised Drawings including:

| | |
|---|---|
| TO:240-03 | Proposed Ground Floor Plan - Main Building (showing line of Sections A-A, B-B and C-C) |
| TO:240-06 Rev A | Front and Rear Elevations - Main Block (superseding TO:240-06) |
| TO:240-08 Rev A | Proposed Floor Plans - Stables Block (superseding TO:240-08) |
| TO:240-09 Rev A | Side Elevations - Stables Blocks (superseding TO:240-09) |
| TO:240-10 Rev A | Street Elevation (superseding TO:240-10) |
| TO:240-15 | Sectional Elevations A-A, B-B |
| TO:240-16 | Sectional Elevations C-C |

We trust you now have sufficient information to favourably consider these applications at your earliest convenience. Should you require any further information or consider a meeting would prove useful, please do not hesitate to contact Mark Sitch or myself

Yours sincerely,

Alyson Jones.

**ALYSON JONES**
Planner

Encs.

28 JAN 2003 8266

11967/A3/ACJ

23rd December 2002

## SCHEDULE OF SUBMITTED DRAWINGS

## LAND AT THIRLSTONE HOUSE, 16 SHUTE END, WOKINGHAM

### PLANNING APPLICATION

| | |
|---|---|
| 11967 P1 | Site Location Plan |
| TO:240-02 | Site Plan |
| TO:240-03 | Proposed Ground Floor Plan Main Building |
| TO:240-04 | Proposed First Floor Plan Main Building |
| TO:240-05 | Proposed Second Floor Plan Main Building |
| TO:240-06 | Front & Rear Elevations Main Block |
| TO:240-07 | Side Elevations Main Block |
| TO:240-08 | Proposed Floor Plans Stables Block |
| TO:240-09 | Side Elevations Stables Block |
| TO:240-10 | Street Elevations |
| TO:240-100 | Proposed Bin Store/Cycle Store |

### LISTED BUILDING CONSENT APPLICATION DRAWINGS

| | |
|---|---|
| 11967 P1 | Site Location Plan |
| TO:240-06 | Front and Rear Elevations Main Block |
| TO:240-07 | Side Elevations Main Block |
| TO:240-09 | Side Elevations Stables Block |
| TO:240-10 | Street Elevations |
| TO:240-11 | Existing Elevations Main Block |
| TO:240-12 | Existing Elevations Stables Block |
| W004-1 | Existing Floor Plans Showing Walls to be Added and Removed of Main Building |
| W004-1 A | Existing Floor Plans |

| | |
|---|---|
| TO:240-03 | Proposed Ground Floor Plan Main Building |
| TO:240-04 | Proposed First Floor Plan Main Building |
| TO:240-05 | Proposed Second Floor Plan Main Building |
| INT/PL001 | Existing Floor Plans of the Stables Block |
| INT/PL001 A | Existing Floor Plans Showing Walls to be Added and Removed of Stables Block |
| TO:240-08 | Proposed Floor Plans Stables Block |
| TO:240-100 | Proposed Bin Store/Cycle Store |

Tel. (0118) 974 6429 or 6433

28 JAN 2003 8266

Date: 10 January 2003

Your Ref:

My Ref: F/2002/8266

Thirlstone Homes
C/O Barton Willmore Partnership
Beansheaf Farmhouse
Bourne Close
Calcot, Reading
Berkshire
RG31 7BW

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Tel: (0118) 974 6000
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Sir/Madam

**Reference Number: 2002/8266**

**Site Address: Thirlstone House 16, Shute End, , Wokingham.**

**Proposal: Proposed change of use from (B1a) office to (C3) residential to create 2 dwellings and 11 flats with associated parking, plus first floor rear extension to building.**

I return your application, as it is invalid and cannot be determined for the following reason(s);

**Main house, front elevation – the 2 storey extension at the rear of the building (flats 5 & 10) are visible from the front. They are not shown on front elevation. This also applies to the street scene drawing no 240-10.**

**Stables block – 2nd side elevation shows 2 windows at first floor level, floor plan shows 3. Which is correct?**

**1st side elevation does not show ground floor door.**

**Both side elevations should show the roof lights.**

**Main house – a section drawing is also required to show in full the front elevation of flats 5 & 10 (from Shute End direction) and other side of new staircase.**

**Section required to show kitchen rooflight and new stairwell windows.**

**Section to show windows for flats 3 & 8 (obscured by flats 2 & 7 in side elevation 1).**

**See attached sketch to help with above sections.**

Please re-submit the proposal with the amendments and/or additional information requested above.

Yours faithfully,

***Carol Hurst***

Senior Technical Officer
Development Control

1769a

# WOKINGHAM DISTRICT COUNCIL
# PLANNING APPLICATION

PART 1

APPLICATION FOR PERMISSION TO CARRY OUT DEVELOPMENT - TOWN AND COUNTRY PLANNING ACTS

Please answer ALL QUESTIONS in BLOCK LETTERS. If a question is not applicable, answer N/A in space. Please submit SIX copies of this form and plans to:-

THE DISTRICT PLANNING OFFICER
WOKINGHAM DISTRICT COUNCIL
PLANNING DEPARTMENT
P O Box No. 157
COUNCIL OFFICES
SHUTE END
WOKINGHAM
BERKSHIRE, RG40 1WR

FOR OFFICE USE ONLY
30 DEC 2002
28 JAN 2003 8266

| | | |
|---|---|---|
| 1. | APPLICANT'S NAME | THIRLSTONE HOMES |
| | ADDRESS | C/O AGENT |
| | POST CODE | PHONE |
| 2. If the applicant has an agent, all correspondence will be sent to the agent | AGENT'S NAME | BARTON WILLMORE PLANNING PARTNERSHIP |
| | ADDRESS | BEANSHEAF FARMHOUSE, BOURNE CLOSE, CALCOT, READING, BERKSHIRE. |
| | POST CODE | RG31 7BW PHONE 0118 9430000 |
| 3. On the plans show the SITE outlined in RED Show also OTHER land in the applicant's ownership or control in BLUE. | SITE LOCATION | LAND AT THIRLSTONE HOUSE, 16 SHUTE END, WOKINGHAM, BERKSHIRE |
| 4. WHAT IS THE APPLICATION FOR ? Give brief details and state for what purpose this site and any buildings will be used. | | CONVERSION FROM OFFICE USE (B1a) TO RESIDENTIAL USE, INCLUDING FIRST FLOOR EXTENSION TO REAR |
| 5. Give the area in hectares or part of a hectare | AREA OF SITE | 0.12HA |
| 6. State the applicant's interest in the land e.g. owner, prospective purchaser, lessee | OWNERSHIP | OWNER |
| 7. List all the plans and drawings submitted with the application | PLANS/DRAWINGS | SEE ATTACHED SCHEDULE |

8. DOES THE APPLICATION INVOLVE ANY OF THE FOLLOWING ?
Tick the boxes(x)

| | | | | |
|---|---|---|---|---|
| CHANGE OF USE | ☑ | REDEVELOPMENT | ☐ |
| ERECTION OF NEW BUILDING | ☐ | ALTERATION or EXTENSION | ☑ |

9. WHAT TYPE OF APPLICATION IS THIS ?
Tick one box only

| | | |
|---|---|---|
| OUTLINE PERMISSION | ☐ | See question 10 |
| FULL PERMISSION | ☑ | |
| APPROVAL OF DETAILS/RESERVED MATTERS | ☐ | State relevant outline permission number Also complete Question 10 |
| TEMPORARY PERMISSION | ☐ | State period required |
| RELAXATION OF CONDITIONS | ☐ | State relevant application number Conditions to be relaxed |

10. IF THIS IS AN OUTLINE APPLICATION OR AN APPROVAL OF RESERVED MATTERS, which details, if any, do you wish to be considered as part of this application ?

| | | | |
|---|---|---|---|
| SITING | ☐ | EXTERNAL APPEARANCE | ☐ |
| DESIGN | ☐ | MEANS OF ACCESS | ☐ |
| LANDSCAPING | ☐ | | |

11. WHAT IS THE EXISTING USE OF THE LAND AND/OR BUILDING(S) e.g. residential, industrial, etc. If the site is vacant say so, and also state its previous use and when that ceased.

OFFICES

12. DOES A PUBLIC RIGHT OF WAY CROSS OR ABUT THE SITE OR THE PROPOSED ACCESS? YES/NO — If yes, show existing route(s) and any proposed alternatives on the plans

13. ARE THERE ANY TREES ON THE SITE? IF YES, ARE ANY TO BE FELLED? YES/NO — If yes, please show their positions, spread and species on the plans and which, if any, are to be felled.

14. STATE EXTERNAL MATERIALS TO BE USED.

AS EXISTING. ALL NEW MATERIALS TO MATCH EXISTING
NEW ENTRANCE GATES AND WALLS TO FRONT

15. HOW WILL THE SITE BE ENCLOSED? Say whether walls, fences or hedges, and give height, colour and materials. If the site is divided into plots, say how each is to be enclosed.

AS EXISTING

16. HOW WILL SURFACE WATER BE DISPOSED OF?

AS EXISTING

17. HOW WILL FOUL SEWAGE BE DISPOSED OF?

To existing system YES/NO

If no, please give details

18. WHAT ARE THE ACCESS ARRANGEMENTS?
AS EXISTING
AS PROPOSED
Give details of pedestrian and vehicular access

AS EXISTING

19. HAS PROVISION BEEN MADE FOR THE DISABLED? See notes for applicants

YES

20. IF THIS PROPOSAL INVOLVES RESIDENTIAL DEVELOPMENT OR THE LOSS OF RESIDENTIAL UNITS, COMPLETE THE FOLLOWING TABLE

| | No. OF DWELLINGS/HABITABLE ROOMS PROPOSED | TO BE RETAINED | TO BE LOST |
|---|---|---|---|
| HOUSE | 2 / 9 * | / * | / * |
| BUNGALOW | / * | / * | / * |
| FLAT/MAISONETTE | 11 / 26 * | / * | / * |
| OTHER | / * | / * | / * |

* STATE No. OF HABITABLE ROOMS

21. DOES THE PROPOSAL INVOLVE ANY NON-RESIDENTIAL BUILDING OR USE? YES/NO — If YES, complete Part 2 of the form

22. DOES THE PROPOSAL INVOLVE THE WINNING, WORKING OR PROCESSING OF MINERALS, THE DISPOSAL OF MINERAL WASTE, OR THE DEPOSIT OR PROCESSING OF REFUSE AND WASTE MATERIALS? YES/NO — If YES, please ask for and complete Part 3 of the form

23. STATE THE FEE ENCLOSED WITH THIS APPLICATION
The current scale of fees is enclosed. If you believe a reduced fee or no fee is payable, say why.

£2,860 (FOR 13 UNITES)

I hereby apply for permission in respect of the particulars described above and in the attached plans and drawings. If planning permission is granted, the development must be carried out strictly in accordance with the approved plans. Failure to do so could result in enforcement action being taken. Permission under the Town & Country Planning Acts does not obviate the possible need to apply for Building Regulations approval.

SIGNED Alyson Jones BARTON WILLMORE PLANNING PARTNERSHIP ON BEHALF OF THIRLSTONE HOMES DATE 23RD DECEMBER 2002

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS".

1769c

# PLANNING APPLICATION

**PART 2**

This part of the form need only be completed if the application involves non-residential development. Please answer all questions in print or block letters. If the answer is not applicable, write N/A in the space. You may wish to amplify your answers in a covering letter.

24. STATE THE GROSS FLOOR SPACE (by external measurement) OF ALL BUILDINGS TO WHICH THIS APPLICATION REFERS. Please give all floor areas in SQUARE METRES.

| | USE CLASS | Existing floor space | | Proposed additional floorspace created by | |
|---|---|---|---|---|---|
| | | Retained in existing use | Lost by change of use or demolition | New building | Change of use |
| A1 | SHOPS | | | | |
| A2 | FINANCIAL AND PROFESSIONAL SERVICES | | | | |
| A3 | FOOD AND DRINK | | | | |
| B1(a) | OFFICE (other than A2) | | 788.5 | | |
| B1 (b) | RESEARCH AND DEVELOPMENT | | | | |
| B1 (c) | LIGHT INDUSTRIAL | | | | |
| B2 | GENERAL INDUSTRIAL | | | | |
| B3-7 | SPECIAL INDUSTRIAL | | | | |
| B8 | STORAGE OR DISTRIBUTION | | | | |
| C1 | HOTELS AND HOSTELS | | | | |
| C2 | RESIDENTIAL INSTITUTIONS | | | | |
| D1 | NON-RESIDENTIAL INSTITUTIONS | | | | |
| D2 | ASSEMBLY AND LEISURE | | | | |
| OTHER | Please Specify | | | | |
| OTHER | Please Specify RESIDENTIAL | | | 61.9 | 788.5 |
| | TOTAL | | 788.5 | 61.9 | 788.5 |

25. IF C1 OR C2 USE IS PROPOSED, PLEASE STATE NUMBER OF BED SPACES — N/A

26. WHAT PROVISION IS BEING MADE FOR PARKING?

| | Cars | Lorries |
|---|---|---|
| Existing | 18 | |
| Proposed | 15 | |

27. DESCRIBE THE ACTIVITY OR PROCESSES TO BE CARRIED ON
Please provide details of any equipment, plant or machinery to be installed and any end products. You may wish to amplify your answers in a covering letter. — N/A

28. WHO WILL OCCUPY THE PREMISES?
a) Give the name and current operating address of the proposed occupier
b) Will these premises be vacated? — N/A

29. IF KNOWN, HOW MANY PEOPLE ARE LIKELY TO BE EMPLOYED ON SITE AFTER COMPLETION OF THE DEVELOPMENT?

| Existing Staff | Transferred Staff | New Staff | Total |
|---|---|---|---|
| N/A | | | |

30. DOES THE PROPOSAL INVOLVE THE USE OR STORAGE OF ANY OF THE HAZARDOUS SUBSTANCES LISTED IN THE NOTES?
If so, state this material, the quantity and method of storage. — N/A

Before submitting the application check that it is complete, that all questions have been answered and that the site boundary and the new work are clearly edged in red on the plans. Every application must be accompanied by the appropriate certificate and fee. See "NOTES TO HELP APPLICANTS".

1769d

# YOUR PLANNING APPLICATION

## WHY DO YOU NEED TO MAKE A PLANNING APPLICATION ?

New buildings, major alterations and enlargement of existing buildings, and many changes in the use of buildings and land need planning permission.
The Town and Country Planning Acts impose a duty on Local Authorities to control these changes, and this means that a balance has to be found between the need and pressure for change, and the desire to protect the character of settlements and the countryside.
The merits of each application are, therefore, carefully examined.

## WHAT ELSE MAY YOU HAVE TO DO ?

| | |
|---|---|
| Listed Building Consent: | for works to a Listed Building; or for demolition works on land within the curtilage of a Listed Building or within a Conservation Area. |
| Advertisement Consent: | for the display of advertisements or signs |
| Building Regulation Approval: | for most new building or construction work. |

Special forms are available for these types of applications.

You should also check whether there are any other regulations with which you may need to comply.

## WHAT HAPPENS TO THE APPLICATION ?

It will first be checked to see if it is complete and if it is, it will be registered.

Consultations will be carried out with public and other bodies, such as the Highway Authority, or Local Parish Councils.

Publicity may be given to allow local people the opportunity to comment on your proposals.

The application will be considered in relation to the Council's planning policies and guidelines, the past history of decisions on that site or in the locality, other standards (such as parking, or visibility at road junctions), and any other material considerations.

The site will be visited by a Planning Officer You may be asked to submit more information, or to amend your application.

The application will then be considered either by a Planning Committee or Sub Committee (made up of Councillors) or by the Chief Officer responsible for planning matters. Objections to an application will be taken into consideration by the Committee or the Chief Officer.

Shortly after the application has been determined, you will receive a Decision Notice.

## HOW LONG WILL IT TAKE ?

An application will generally be determined within eight weeks although a longer period may sometimes be required for a complicated application.

## WHAT SORT OF DECISION CAN BE MADE ?

Your application may be approved.

Your application may be approved subject to certain conditions. These could impose restictions on the use of land or buildings, or require further details to be approved at a later stage, (e.g. materials or landscaping).
You may appeal against the conditions, but this opens the entire permission to review by the Secretary of State.

Your application may be refused. The reason will be listed on the Decision Notice.

## WHAT HAPPENS IF THE APPLICATION IS REFUSED ?

You have the right to appeal against the refusal to the Secretary of State, but you have to do that within six months. Appeals can be dealt with by written representations by both sides, or by a Public Inquiry.
You may ask the Planning Officer whether an amended application would be more likely to receive planning permission.

DATA PROTECTION ACT 1984

'Information contained in this form is likely to be personal data within the terms of the Data Protection Act 1984, and as such will be held by the Council on computer (such as the PLANAPS applications processing system) and may be used by the Council only for purposes registered under the terms of the Data Protection Act.'

11967/A3/ACJ 23rd December 2002

28 JAN 2003 8266

## SCHEDULE OF SUBMITTED DRAWINGS

## LAND AT THIRLSTONE HOUSE, 16 SHUTE END, WOKINGHAM

### PLANNING APPLICATION

| | |
|---|---|
| 11967 P1 | Site Location Plan |
| TO:240-02 | Site Plan |
| TO:240-03 | Proposed Ground Floor Plan Main Building |
| TO:240-04 | Proposed First Floor Plan Main Building |
| TO:240-05 | Proposed Second Floor Plan Main Building |
| TO:240-06 | Front & Rear Elevations Main Block |
| TO:240-07 | Side Elevations Main Block |
| TO:240-08 | Proposed Floor Plans Stables Block |
| TO:240-09 | Side Elevations Stables Block |
| TO:240-10 | Street Elevations |
| TO:240-100 | Proposed Bin Store/Cycle Store |

### LISTED BUILDING CONSENT APPLICATION DRAWINGS

| | |
|---|---|
| 11967 P1 | Site Location Plan |
| TO:240-06 | Front and Rear Elevations Main Block |
| TO:240-07 | Side Elevations Main Block |
| TO:240-09 | Side Elevations Stables Block |
| TO:240-10 | Street Elevations |
| TO:240-11 | Existing Elevations Main Block |
| TO:240-12 | Existing Elevations Stables Block |
| W004-1 | Existing Floor Plans Showing Walls to be Added and Removed of Main Building |
| W004-1 A | Existing Floor Plans |

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| | |
|---|---|
| TO:240-03 | Proposed Ground Floor Plan Main Building |
| TO:240-04 | Proposed First Floor Plan Main Building |
| TO:240-05 | Proposed Second Floor Plan Main Building |
| INT/PL001 | Existing Floor Plans of the Stables Block |
| INT/PL001 A | Existing Floor Plans Showing Walls to be Added and Removed of Stables Block |
| TO:240-08 | Proposed Floor Plans Stables Block |
| TO:240-100 | Proposed Bin Store/Cycle Store |

1789/a

# SECTION 66 CERTIFICATE

Application No.

28.JAN.2003 8266

**Please fill in both Certificate A, B, C or D and the Agricultural Holdings Certificate. Delete sections not relevant.**

(a) "Owner" means a person having a freehold interest or leasehold interest the unexpired term of which is not less than 7 years.

**OR**

+ See Note (a) to Certificate A

**OR**

(b) Insert description of steps taken.

(c) Name of local newspaper circulating in the area where the land is situated.

(d) Date of publication (which must be not earlier than the beginning of the period of 21 days ending with the date of the application)..

## CERTIFICATE A

I certify that:

at the beginning of the period of 21 days ending with the date of the accompanying application, nobody, except the applicant, was the owner of (a) of any part of the land to which the application relates.

## CERTIFICATE B

I certify that:

I have/The applicant has* given the required notice to everyone else who, at the beginning of the period of 21 days ending with the date of the accompanying application was the owner (a) of any part of the land to which the application relates, as listed below.

| Owner's(a) name | Address at which notice was served | Date on which notice was served |
|---|---|---|
| | | |

## CERTIFICATE C

I certify that

- I/The applicant* cannot issued a certificate in accordance with either paragraph (a) or paragraph (b) of Section 66(1) of the Act in respect of the accompanying application.

- I have/The applicant has* given the required notice to the persons specified below, being persons who at the beginning of the period of 21 days ending with the date of the application were owners (a) of any part of the land to which the application relates.

| Owner's(a) name | Address at which notice was served | Date on which notice was served |
|---|---|---|
| | | |

- I have/The applicant has* taken all reasonable steps open to me/him/her* to find out the names and addresses of the other owners (a) of the land, or of a part of it, but have/has* been unable to do so. These steps were as follows:

  (b) .....

  .....

- Notice of the application as attached to this Certificate, has been published in

  the (c) .....

  on (d) .....

(3) ADDRESS 16 SMUTS END PARISH WOKINGHAM

PLOT No. LISTED ORD. SHEET No.

BUILDER

| Plan No: | Applicant | Description of Development | Date of Decision | Decision |
|---|---|---|---|---|
| 38512 | ADMIRAL HOUSE LTD | 1ST FLOOR EXT. OVER EX. | 20.11.91 | C/A |
| 38513 LBC | " | OFFICES IN CONVERTED | 20.11.91 | C/A |
| | | STABLES FOR ADD. B1 | | |
| | | OFFICE USE 1/St. EXT | | |
| | | LINKING STABLES BLOCK | | |
| 39143 | INTABEX SERVICES LTD | 1St. FL. LINK 14/16 DOORWAY | 22.4.92 | C/A |
| 39144 LBC | | MATCH, ROOF LIGHT AT 16 | 22.4.92 | C/A |
| FP/92/0136 | " | 1ST FLOOR & GR. FLOOR EXTS | 25.3.92 | REFUSED |
| | | AT THE STABLES BLOCK | | |
| FP93/1852 | " | DOOR IN PARTY WALL | 31.8.93 | APP. |
| 41803 LBC | " | DOORWAY LINK 14/16 | 2.12.93 | C/A |

DATE OF COMPLETION

MINISTRY DECISION

SPECIAL ORDERS

DRAINAGE

091074

1933 THIRLESTONE Hornton House

(4) ADDRESS 16 SMUTS END PARISH WOKINGHAM

PLOT No. LISTED ORD. SHEET No.

BUILDER

| Plan No. | Applicant | Description of Development | Date of Decision | Decision |
|---|---|---|---|---|
| 44653 | LBC INTABEX SERVICES LTD. | INT. ALTS. | 14.8.95 | C/A |
| 95/60742/FA | | | | |
| FP95/3581 | INTABEX SERVICES | INT. ALTS. | 20.6.95 | APP. |
| 99/69363/LA | Berkeley Homes (Western) | Int Alts & Refurb. | 26.5.99 | C/A |
| F/2002/82066 | Thirlstone Homes | c/o/u B1a to C3 res to create 2 dwell + 11 flats, 1st fl. R. Ext | | |
| 16/2002/82067 | " " | Int + ext alts, 1st R. ext | | |

MINISTRY DECISION

SPECIAL ORDERS

1933

(1) ADMIRAL HOUSE

ADDRESS 16 SMITH END PARISH WOKINGHAM

PLOT No. LISTED ORD. SHEET No. 7/8

BUILDER

| Plan No. | Applicant | Description of Development | Date of Decision | Decision |
|---|---|---|---|---|
| TP 3944 | H. EUSTACE | PART FOR BUSINESS | 12.6.52 | APP |
| R/9/69 | " | ALTS/ADDS. | 5.6.69 | C/A |
| R/96/72 | " | COACH HOUSE TO RES. | 31.8.72 | C/A |
| 16829 LBC | TRUSTEES " DEC'D | LBC RES. TO OFFICES, | 11.2.82 | C/A |
| 16834 | | ACCESS, PARKING: DEM. | 11.2.82 | C/A |
| | | GARAGE & PART GARDEN | | |
| | | & BOUNDARY WALL | | |
| 17063 | " | COACH HOUSE TO OFFICES | 11.3.82 | C/A |
| 18220 | " | STABLES TO STUDIO | 23.9.82 | C/A |
| BR 20414 | " | OFFICES & STUDIO | 11.4.83 | APP |
| 664 LBC | COUNTY PROPS. LTD. | INT. & EXT. ALTS TO COTTAGE | 28.6.84 | C/A |
| 21665 | " | STABLES & CAR PARKING | 28.6.84 | C/A |
| | | 2ST NEW EXTN | | |

MINISTRY DECISION

SPECIAL ORDERS

(2) ADMIRAL HOUSE

ADDRESS 16 SMITH END PARISH WOKINGHAM

PLOT No. DENTON LODGE ORD. SHEET No. 7-8

BUILDER

| Plan No. | Applicant | Description of Development | Date of Decision | Decision |
|---|---|---|---|---|
| BR 23288 | COUNTY PROPERTIES LTD | REHABILITATION OF EX. | 20.8.84 | REF N/A |
| | | LODGE - NEW OFFICE EXT. | | |
| BR23521 | " | " | 11.10.84 | REF N/A |
| BR23746 | " | " | 31.10.84 | APP N/A |
| BR23740 | " | " | 12.2.85 | APP N/A |
| 25886 LBC | " | VEH. ACCESS GATES | 10.7.86 | C/A |
| 25887 | " | " | 10.7.86 | C/A |
| 36493 | INTAKE SERVICES LTD | 2 KIOSK ADVERTS. | 24.10.90 | REF. |
| 37625 | | | | |
| 37626 | W/DR. | | | |
| 37728 | | | | |
| 37729 | | | | |
| 37730 | | | | |

DATE OF COMPLETION

MINISTRY DECISION

SPECIAL ORDERS

DRAINAGE

091074