APPLICATION NO:
F/2002/8160

LOCATION:
Church Hall Easthampstead Road, Wokingham Berks.

APPLICANT:
Mr T Lewis

PROPOSAL:
Proposed change of use of church hall to one dwelling with dormer extensions to building plus single storey rear extension to form conservatory.

EARLIEST DATE FOR DECISION: **01/02/2003**

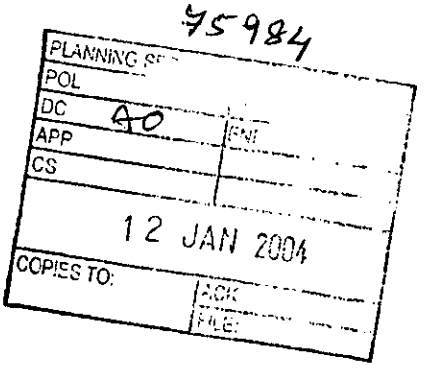
APPLICATION WILL HAVE EXPIRED ON:
27/02/2003

CASE OFFICER: **Emy Circuit**

18 Poppy Place, Wokingham, Berks RG40 1DL
Tel 01189 629061 Mobile 07801 102456

10 Jan 04

Mrs A Odell
Environmental Services Department
Planning Services
Wokingham District Council
P. O Box 157
Shute End
Wokingham
Berks RG40 1WJ



Planning Application No: F/2002/8160 & F/2003/9937

CHURCH HALL, WOKINGHAM

Dear Mrs Odell,

Since our meeting towards the end of last year I have discussed issues regarding my application with both the Highway Officer and the Principal Building Control Surveyor. In view of my meeting with the later and their requirement for more detailed plans I have decided to have my existing plans revised by an architect. He has now checked all the measurements and I will soon be in a position to resubmit my drawings. Having failed to meet my deadline proposed in my letter of 24 Nov I would be grateful for your direction on the most appropriate way ahead in resubmitting this application.
With respect to F/2002/8160 I now intend to cancel this application and again would be grateful on your advise of how to go about this. On cancellation is my fee refundable or can I put this towards future applications.
Please accept my apologies for any inconvenience caused, I look forward to hearing from you in due course.
Discussed with Chris Hurst 12 Jan 2004.
1 yr. + alternue scheme for conversion to a single dwelly

Yours sincerely

Tim Lewis

withdrawn 16/01/2004

WITHDRAWN

WORK SHEET FOR : Emy Circuit

Application Number : F/2002/8160

Applicant : Mr T Lewis .

Location : Church Hall, Easthampstead Road, Wokingham, Berks.

Proposal : Proposed change of use of church hall to one dwelling with dormer extensions to building plus single storey rear extension to form conservatory.

Site Notice Displayed ? :	YES	NO	DATE
	✓		21 Jan 2003

Date of Neighbour Notifications : .....

Date of Site Visit : ..... 21 January 2003 .....

Date Registered : 02/01/2003

Earliest Date for Decision : 01/02/2003

Latest Consultation Date/Site Notice Expiry Date : 01/02/2003

This application will have expired on: 27/02/2003. 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 :

Highways - no objection c/22 (parking before occupation)
Environmental Health - no objections/conditions.
Conservation Officer - seeks further details of design/layout.
Wokingham Town Council - no objection subject to windows matching
Local residents - one letter querying relationship between windows + internal arrangements

Planning Issues :
loss of community facility
category 1 settlement
character and amenities of area
highways
Green Route.

WITHDRAWN

F/2002/8160
Church Hall, Easthampstead Road, Wokingham

Site:
0.22 hectare site on the junction of Easthampstead Road and Wescott Road, within the Identified Settlement of Wokingham (category A). Within (on edge) of Wokingham Town Centre Conservation Area; this part of Easthampstead Road is a Green Route Enhancement Area; just outside town centre boundary and area of archaeological potential.

Proposal:
Change of use of church hall to dwelling; single-storey rear and dormer extensions (north-east elevation).

The existing building is located on a corner plot. The main hall is located closest to the junction and has an 8.1 metre ridge height an full height windows in the south-west (Easthampstead Road) elevation. To the north east of the main hall (closest to No 1 Wescott Road) are an office and service areas, spanned by a separate hipped roof with a 7.1 metre ridge. On the south-eastern side, adjoining 42 Easthampstead Road is a flat-roof extension. The whole building is single-storey.

The proposed conversion would entail inserting floors, to provide accommodation on three levels, a one metre deep extension at the rear of the existing flat-roof part of the building (north-east elevation), adjoining the boundary with 42 Easthampstead Road, to provide a conservatory (flat-roofed) and insertion of a large dormer, with two smaller dormers, one to either side of it, in the north-east slope of the roof of the main hall i.e. facing the flank of 1 Wescott Road. The access ramp/retaining wall would also be removed from this elevation and double doors replaced with a window, the style of which would match the existing windows; a small window a door, in the central gabled section would be replaced with a centrally located door. The flat-roofed side extension currently has a small window in the Easthampstead Road elevation. This would be replaced by garage doors, although the space would be used as a garden store and would not be large enough to be used as a garage.

character

Principle of development:
The building on the site is currently a church hall, therefore, Wokingham District Local Plan (as proposed to be modified) policy WIC1, Existing Community Facilities is relevant: *"planning permission will not be granted for proposals that involve the loss of community facilities..... unless the authority is satisfied that there is no need in the locality for the building/land for that particular community facility or alternative provision is available nearby".*

The hall was last used as a church hall by All Saints, Wokingham (about 330 metres away): the church had two halls, the one that is the subject of this application and one on land adjoining the church yard. Planning permission for redevelopment of the hall on the church site was granted in 2002 (application F/2001/4923). That proposal will allow the church to rationalise its facilities on a single site, providing accommodation to meet present day needs and enhancing provision for the local community. The applicant has submitted a copy of the business plan for the new community hall: paragraphs 8.1 & 8.2, pages 13-14 of this document set out the need to sell the hall in

WITHDRAWN

Easthampstead Road to meet the capital costs of building the new hall. It is understood from discussion with a representative of the Cornerstone project that, for financial reasons it was not possible to delay disposal of the Easthampstead Road hall until the new building was ready for occupation and that all the groups who were using the two halls have found temporary accommodation in schools, churches and halls in the vicinity. Therefore, it has been demonstrated that the proposed change of use would not result in the loss of a community facility, in the short or long term and the proposal would not be contrary to Wokingham District Local Plan (as proposed to be modified) policy WIC1.

The site is located in a sustainable location close to the facilities in Wokingham Town Centre and, as the requirements of policy WIC1 have been met, residential use would be acceptable in principle (Wokingham District Local Plan (as proposed to be modified) policy WH1 & WH4).

To achieve a density of over 30 dph (Wokingham District Local Plan (as proposed to be modified) policy WH3A), the proposal would need to provide seven dwellings on the site but given that the scheme is for conversion rather than redevelopment, that the building in question makes a positive contribution to the conservation area and that there is limited land around the building for parking and amenity space, it is considered that conversion to a single dwelling would be acceptable in this instance.

Impact on the character of the area:
The area is located on the edge of the town centre and is predominantly residential, so a residential use would not be out of character.

Impact on the residential amenity of neighbouring properties:
The main impact would be on 1 Wescott Road and 42 Easthampstead Road:

42 Easthampstead Road – the existing high level window in the south-east elevation would become one of two windows in bedroom 2. *check views/extensions*

seems to be bathroom or stairs unusual layout

only 1V address point

~~part~~ of commercial/1st/f residential

1 Wescott Road – the proposed dormer windows would face the flank of this neighbour. The building is eight metres from the boundary but the windows would be in the roof of the main hall and, hence, would be set back a further 5.8 metres from the boundary i.e. a total of 12.8 metres. *Check side windows* - only small service windows, not habitable rooms + stained glass 1st floor

The change of use of the existing parking area to a garden would probably reduce disturbance and improve the security of both neighbours. The proposed extensions would be modest and would not cause overshadowing or have an overbearing impact on either neighbour.

Access and Movement:
Three parking spaces are proposed, with access from Wescott Road. This is approximately the same as the existing access arrangements. Part of the area currently available for parking would be used to form a garden. *Check with Adam 4 Beds*

The proposal includes insertion of garage doors in the Easthampstead Road elevation of the flat-roofed part of the building, to form a garden store. There are double gates but no dropped kerb in front of this extension – the proposed store would be too

small to form a garage and there would be a highway objection if it were proposed to alter the internal layout and convert it to one, due to the proximity to the junction with Denton Road and the inability to provide space for a car to pull off the road in front of the garage. *Conditions???*

There is no highway objection to the proposal as submitted, subject to conditions.

WITHDRAWN

Application Number F/2002/8160
Conditions/Reasons for Refusal

No	Std Con	Std Reas	Non Std Conditions / Reasons for Refusal
1	C001	R001	(5 years)
2	C014	R014	(Materials to match)
3	C191	R191	(Joinery details)
4			(remove PD)
5			(obscure glaze bathrooms)
6	C017	R017	(boundary treatment)
7	C122	R122	C122 | R122 (parking)
8	C193	R193	(Joinery painted timber) add "unless otherwise agreed in writing by the LPA"
approved plans:			
1	N04		

WITHDRAWN

Informative for approvals

N16

~~LODDON AREA LOCAL PLAN POLICIES:~~

SOUTH-EAST AREA LOCAL PLAN POLICIES: STV1 | SH1 | SH4 | SBE1 | SBE2 | SBE8 | SBE12 | SBE14 | SBE15 | ST3 |

WOKINGHAM DISTRICT LOCAL PLAN POLICIES: WOS1 | WOS2 | WOS3 | WOS10 | WBE1 | WBE10 | WBE12 | WHE4 |

~~GREEN BELT LOCAL PLAN POLICIES:~~ WH1 | WH3A | WH4 | WH6A | WT6 | WT7 | WIC1

BERKSHIRE STRUCTURE PLAN POLICIES: EN1 | EN4 | EN5 | H4 | H5 | H10 | T6 | T7

~~MINERALS LOCAL PLAN POLICIES:~~

RECOMMENDATION AND CONDITIONS/REASONS AGREED: _____
(Development Control Manager)

If any of the consultee's have requested a copy of the decision notice please list them below;

Date: _____

RECORD OF SITE VISIT

SITE ADDRESS: Church Hall
Easthampstead Road Wokingham
Berks.

APPLICATION NUMBER: F/2002/8160

OFFICER: Emy Circuit

DATE OF SITE VISIT: 21 January 2003

1 SITE/STATUTORY NOTICE DISPLAYED ? 2x orange - 1 on notice board + Easthamstead Rd + one on Wescott Rd elevation, 1 green on notice board

2. DESCRIPTION OF SURROUNDINGS edge of town centre, primarily residential, car park opposite

3. DESCRIPTION OF SITE/BUILDING
(former?) churchhall

4. RELATIONSHIP TO ADJOINING PROPERTIES
adjoins neighbouring dwellings

5. SITE CONSTRAINTS

TREES

ACCESS/PARKING

LEVELS

BOUNDARY TREATMENT

OTHERS

Tel: (0118) 974 6479 (Direct Line)
Email: emy.circuit@wokingham.gov.uk
Fax: (0118) 974 6484
Date: 13 January 2004
My ref: EXC/F/2002/8160 & F/2003/9937
Your ref:
File ref: Applications/Easthampstead Road church Hall 4

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

Tim Lewis
18 Poppy Place
Wokingham
Berkshire
RG40 1DL

Dear Mr Lewis,

**PROPOSED CHANGE OF USE OF CHURCH HALL TO RESIDENTIAL USE
CHURCH HALL, EASTHAMPSTEAD ROAD, WOKINGHAM
PLANNING APPLICATIONS F/2002/8160 AND F/2003/9937**

I write in response to your letter of 10 January 2004, which has been copied to me by my colleague, Mrs Odell.

In it you indicate that you wish to withdraw application F/2002/8160, for conversion of the hall to a single dwelling, and I can confirm that this will be done. The application fee is not refundable but, should you make a similar application within one year of the application being withdrawn (in this case I suggest this would be an application for conversion of the hall to a single dwelling), no fee would be payable.

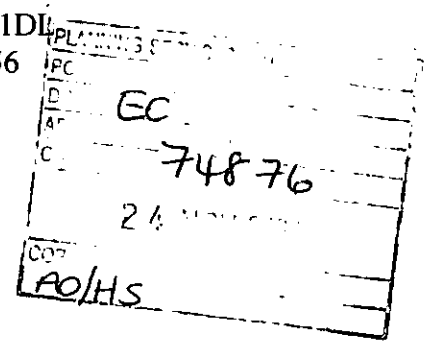
With regard to the ongoing application F/2003/9937, for the conversion of the hall to four dwellings, please submit six copies of each of the revised drawings to Mrs Odell, quoting the application reference number.

I hope this answers your queries but if you have any outstanding questions please contact either Mrs Odell on (0118) 974 6445 or me on (0118) 974 6479.

Yours sincerely,

Emy Circuit
Senior Planning Officer, Development Control

18 Poppy Place, Wokingham, Berks RG40 1DL
Tel 01189 629061 Mobile 07801 102456



24 Nov 03

Trevor Watson
Environmental Services Department
Planning Services
Wokingham District Council
P. O Box 157
Shute End
Wokingham
Berks RG40 1WJ

Planning Application No: F/2002/8160 & F/2003/9937

CHURCH HALL, WOKINGHAM

Dear Mr Watson,

I found the meeting of last Wed most useful, thank you for your time. Please pass on my appreciation to Harold Sanders and Angela Odell.
As discussed it is my intention to progress application 9937 (proposed conversion to 4 residential units) prior to application 8160 (proposed conversion to 1 residential unit) as, for reasons explained, this is now my favoured option.
It is my intention to resubmit revised plans for this application as soon as possible, but will be unable to meet your deadline of 2 Dec. I would be grateful if this may be extended to 15 Dec.
Application 8160 I would like to put on temporary hold until I have a way ahead with my preferred proposal, 9937. If 9937 is approved I will cancel 8160.
Unless hearing to the contrary I will assume that you are content with this proposal.
Thank you again for your time.

Yours sincerely

Tim

Tim Lewis

CHURCH HALL
EASTHAMPSTEAD ROAD

F/2002/8160

meeting 19/11/03 with Mr Lewis & AO & HS & TW,

Advised of discrepancies on plans on both apps. confirmed need for revised details to be submitted. Mr Lewis accepted these points.

He confirmed that he wished to pursue both apps to conclusion even though it was very unlikely that he would now wish to implement the proposal for one dwelling.

HS & TW advised of the issues reference the internal layout and concerns be the large dormer. Mr Lewis agreed to omit the large dormer and submit sections showing how the first floor would now work.

HS further advised ~~confirmed~~ that he was not happy with the small dormers either - suggested omitting all of these and replacing with roof lights. Mr Lewis ~~[illegible]~~ agreed to do this. In terms of other issues TW confirmed that these matters were satisfactory and that details of the proposed conservatory glazing and new windows / door could be conditioned. In terms of timescale TW advised Mr Lewis to confirm likely period for submission of revised plans by letter. TW agreed that we would not rigidly stick to Grays time frame having regard to Mr Lewis's wish to focus his efforts on the 4 flat conversion scheme. Hennings said that would be looking to receive revised plans within the early part of the new year. Discussion then took place

regarding the mob record app - see F/2003/9937
See Angie for details of discussions -

TGW 19/11/03

Tel. 0118 974 6445 (Direct Line)
E-mail: Angela.Odell@wokingham.gov.uk
Date. 19 November, 2003
My ref. AO/F/2003/9937

Emy - Copy for reference
Trev

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) 977 8909
DX: 33506 – Wokingham

Mr T Lewis
18 Poppy Place
WOKINGHAM
RG40 1DL

Dear Mr Lewis

PLANNING APPLICATION F/2003/9937
PROPOSED CONVERSION OF CHURCH HALL TO 4 RESIDENTIAL UNITS AT 40 EASTHAMPSTEAD ROAD. WOKINGHAM

Following advice I have received from our highway officer Adam Coggins, please submit additional plans showing parking layout – spaces to be 4.7m x 2.4m minimum dimension (4 spaces is acceptable).

I have also noted several significant discrepancies in the elevations. The elevation drawings scale as follows (in metres):

	Front	Rear	S/E side	N/W side
Main hall	8.2	6.7	8.7	8.7
Rear part		6	7.05	7.05

Floor plan drawings show the building to be 18.4m. wide but the site plan shows it to be only 17.6m. wide.

There may also be other discrepancies in the elevations or plans that I have not yet spotted and you should recheck all the drawings. Please submit revised accurate and workable drawings – e.g. that head heights on staircases and first floor are sufficient. (I refer to Emy Circuit's letter to you of 12 November.)

It is important that the revised plans are submitted to me within two weeks, i.e. by 3 December, to ensure that the application is not determined on the basis of the current unsatisfactory submission. Should you have any difficulty in meeting this deadline or should you wish to discuss the revised plans please contact me immediately. However, I advise you that receipt of revised plans will not necessarily commit the authority to approving the application as, for example, I have not received comments from other consultees.

Yours sincerely
AO
MRS A ODELL
Planning Officer

Tel: (0118) 974 6487 (Direct Line)
Email: trevor.watson@wokingham.gov.uk
Fax: (0118) 974 6484
Date: 12 November 2003
My ref: EXC/F/2002/8160 and F/2003/9937
Your ref:
File ref: H/applications/Easthampstead Road Church Hall 3

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

Tim Lewis
18 Poppy Place
Wokingham
Berkshire
RG40 1DL

Dear Mr Lewis,

CHURCH HALL, EASTHAMPSTEAD ROAD, WOKINGHAM – APPLICATIONS F/2002/8160 AND F/2003/9937

I write in response to your letter of 1 November 2003 regarding the above planning applications and apologise for the delay in doing so. I have spoken to Emy Circuit and am now able to update you in respect of the progress of both your applications.

Following some pre-application discussions, application F/2002/8160 was received in December 2002 but the information submitted initially was not sufficient and the application did not become valid until 2 January 2003, when the additional details were received. During January and February various discussions took place with the case officer, Emy Circuit, largely in relation to the principle of the change of use of the property from a community hall to a residential use. In particular it was necessary to establish that the proposal would not be contrary to policy WIC1 of the emerging Wokingham District Local Plan, which seeks to prevent the loss of community facilities unless the Local Planning Authority is satisfied that there is no need for the facility or that alternative provision is available. Towards the end of February we reached a position where it had been demonstrated that the change of use would be acceptable, in principle, and I was able to provide reassurance to your bank that this was the case.

While the principle of residential development had been established, there were still concerns about design aspects of the proposal and, following consideration of these issues, it was felt that a meeting would be the best way to progress the application. Following a telephone message on 21 March and subsequent correspondence, a meeting between yourself, Emy Circuit and the Conservation Officer, Harold Sanders took place on 10 June. Various aspects of the proposal were discussed and two revised drawings were received on 18 August, followed by a letter on 10 October.

I apologise that Emy Circuit has not contacted you since receipt of the drawings. We are under great pressure to determine applications within the target time scales set by government and application workloads have to be prioritised. Although you have not received any feedback so far, the revised plans have been under consideration and have been the subject

of discussion between the case officer and the Conservation Officer, although they have not been the subject of formal consultation because they were not considered to adequately address the concerns raised by officers.

I note that, in your letter of 1 November, you mention that it was brought to your attention that there was an issue with the stairs. I am somewhat concerned if you left the meeting in May with the impression that this was the only issue, when the concerns raised were in fact much broader than this. An important issue was that the quality of the information was inadequate to allow the Council to determine the application and this is still the case. For example, although the plans, elevations and sections are all indicated to be at scale 1:100, the height of the building as shown on the front elevation and section is significantly greater than that shown on the rear elevation. Another example is that the treatment of the stairs and the first-floor landing has not been resolved. Other issues raised related to the layout of the site, including the definition of public and private areas, the treatment of the entrances to the building and the provision of parking: it was suggested that two parking spaces would be more appropriate in this location and permit suitable pedestrian access and landscaping on the street frontage.

If the Council is to grant full planning permission for the change of use of any existing building, it must be demonstrated that the alterations required in order to implement the change of use can be implemented. This is because, without accurate, detailed drawings of the proposed development, its impact cannot be fully assessed. Furthermore, planning permission, if granted, must be implemented in accordance with the approved drawings and, therefore, it would not be appropriate to grant planning permission for a development that could not in fact be built as drawn. I understand that this issue was discussed at some length when you met with Emy Circuit and it was made clear that the plans submitted did not provide the level of information that was be required and, as the principle of development had been established, it was suggested that it may be worth while investing in the services of an architect or similar professional, especially in view of the fact that more detailed drawings would be required for Building Regulations purposes in any case.

We have given consideration to how this matter could be resolved but, given the location of the building, within the Wokingham Town Centre Conservation Area, and its local importance, which you have quite rightly identified, it would be in appropriate to do anything other than require details at this stage. I apologise if you were not aware of this position earlier but I can assure you that officers intention, and indeed their impression, was that this had been discussed and understood when you met in May.

On the basis of the drawings we have at present we would not be able to grant planning permission and I regret that, unless new drawings are received, the application will be refused. In view of the history of the application I feel it would be helpful to set a deadline for the submission of the necessary information, so unless acceptable revised drawings are received by Friday 12 December 2003, the application will be determined as it stands.

You mention the possibility of an appeal for non-determination of application F/2002/8160. Such an appeal would need to have been lodged with the Planning Inspectorate within six months of the expiry date of the application, which was 27 February 2003, so this option is no longer open to you. However, you do still have the opportunity to appeal, should the application ultimately be refused.

The more recent application, reference F/2003/9937, for the conversion of the hall to four dwellings, was initially received on 8 August 2003 but additional information was required before the application could be validated. This was requested on 20 August and received on 10 October when the application became valid. Unfortunately this coincided with an upgrade

of our application database, which led to a slight delay in registration timescales. The relevant correspondence was issued on 3 November and I hope this information has now reached you. Should you have any queries about the application, the case officer is Mrs Angela Odell and she can be contacted on (0118) 974 6445. I understand that she is currently awaiting consultation responses, in particular from the Conservation Officer.

I hope this update on the progress of the applications is of assistance to you. I apologise for the delays that have occurred on the part of the Council and hope that you now have the feedback necessary to progress application F/2002/8160 to a satisfactory conclusion. If you wish to discuss any aspect of the proposal, please contact Emy Circuit on (0118) 974 6479.

Yours sincerely,

Trevor Watson
Development Control Manager

18 Poppy Place, Wokingham, Berks RG40 1DL
Tel 01189 629061 Mobile 07801 102456

PLANNING SERVICES
DC
APP
CS 74269
03 NOV 2003
CC RES
FILE

1 Nov 03

Mr Trevor Watson
Environmental Services Department
Planning Services
Wokingham District Council
P. O Box 157
Shute End
Wokingham
Berks RG40 1WJ

REPLY BY
17 NOV 2003

Application No F/2002/8160 & F/2003/9937

CHURCH HALL, 40 EASTHAMPSTEAD ROAD, WOKINGHAM

Dear Mr Watson,

I would be grateful of an indication as to the progress of the above planning applications. The original application (8160) was made in Oct last year, over a year ago. In May it was brought to my attention that there was an issue with the stairs, Ms Circuit, Mr Sanders and myself met to discuss the matter and I supplied amended plans on 17 Aug. I wrote to Ms Circuit on 10 Oct (letter enclosed) and I am yet to receive the courtesy of a reply.

much more than this - long meeting + detailed discussion

Application 9937 was made in Jul, on 20 Aug is was brought to my attention that there were several issues with my plans. These were subsequently amended and returned to your office on 10 Oct. I have heard nothing since.

now with Angi

I believe Church Hall is an important building in Wokingham. It has sat languishing for over a year, been vandalised twice, and is costing me a considerable amount of money. Several of the local residence have voiced their concern. I have informed them that my hands are tied until your department has made a decision.

I note that you aim to decide 70% of all applications within 8 weeks. I also note your mission statement 'aiming for excellence'. I have been advised to refer this matter to the Secretary of State on the grounds of 'non - determination'. But I would prefer to settle without the need to delay things any longer. I would be grateful to receive your comments on this matter.

Probably too late?

Yours sincerely

Tim Lewis

18 Poppy Place, Wokingham, Berks RG40 1DL
Tel 01189 629061 Mobile 07801 102456

10 Oct 03

Environmental Services Department
Planning Services
Wokingham District Council
P. O Box 157
Shute End
Wokingham
Berks RG40 1WJ

Application No F/2002/8160

CHURCH HALL, 40 EASTHAMPSTEAD ROAD, WOKINGHAM.

Dear Ms Circuit,

Further to my letter of 17 Aug 03 enclosing amended plans and instructions for the above application, and in view of the date of original submission (Dec 02), I would be grateful for an indication of it's progress.
Thank you.

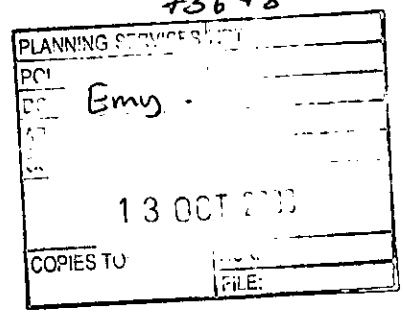
Yours sincerely

Tim Lewis

18 Poppy Place, Wokingham, Berks RG40 1DL
Tel 01189 629061 Mobile 07801 102456

10 Oct 03

73678



Environmental Services Department
Planning Services
Wokingham District Council
P. O Box 157
Shute End
Wokingham
Berks RG40 1WJ

Application No F/2002/8160

CHURCH HALL, 40 EASTHAMPSTEAD ROAD, WOKINGHAM

Dear Ms Circuit,

Further to my letter of 17 Aug 03 enclosing amended plans and instructions for the above application, and in view of the date of original submission (Dec 02), I would be grateful for an indication of it's progress.
Thank you.

Yours sincerely

Tim Lewis

72125

PLA
POL EXC.
APP
CS
18 AUG 2003
COPIES TO

18 Poppy Place, Wokingham, Berks RG40 1DL
Tel 01189 629061 Mobile 07801 102456

17 Aug 03

Environmental Services Department
Planning Services
Wokingham District Council
P. O Box 157
Shute End
Wokingham
Berks RG40 1WJ

Application No F/2002/8160 & F/2003/9937

CHURCH HALL, 40 EASTHAMPSTEAD ROAD, WOKINGHAM

Dear Ms Circuit,

Further to my letter of 13 Jun, I have now made an application for the conversion of church hall to 4 residential units (F/2003/9937). — may have gone to someone else / sorry!
As discussed during our meeting at the beginning of Jun it is my intention to progress the outstanding application (F/2002/8160) at the same time. In order to simplify the complicated stair arrangement I have decided on having only one floor and one set of stairs. Please disregard the proposed second level plan and include the enclosed plans (Proposed ground floor plan and Proposed long section) in place of those already held by your office.
Should you require any further information or clarification, please do not hesitate to contact me.

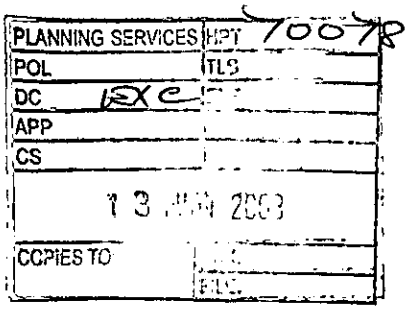
Yours sincerely

Tim Lewis

- condition submit detailed internal plans?
- condition windows to prevent overlooking?
- parking layout - 2 spaces + ped. access?
- size detailing of dormers.

18 Poppy Place, Wokingham, Berks RG40 1DL
Tel 01189 629061 Mobile 07801 102456

13 Jun 03



Environmental Services Department
Planning Services
Wokingham District Council
P. O Box 157
Shute End
Wokingham
Berks RG40 1WJ

Ref F/2002/8160

CHURCH HALL, WOKINGHAM

Dear Ms Circuit,

I found the meeting of Tue last most useful, thank you for your time.
To clarify the situation, I will shortly be submitting an additional planning application to subdivide Church hall to create four properties. Please take no further action with my present application until I have decided on my intentions.
I will contact you again some weeks after I have submitting my new application to discuss the matter further.
Please pass on my gratitude to Mr Sanders for his time.

Yours sincerely

Tim Lewis

THE FOLLOWING SCANNED IMAGES ARE DOCUMENTS OF BAD QUALITY OR ARE PHOTOCOPIES.



FOR THIS REASON THEY MAY APPEAR UNREADABLE ON SCREEN

Tim Lewis, Harold, Emy
10 June 2003

(1) internal layout levels, ceiling heights, [illegible]

(2) [illegible]
[illegible]

To submit further plans addressing how internal layout works

Emy Circuit
From: Adam Coggins
Sent: 10 June 2003 09:29
To: Emy Circuit
Subject: RE: Church Hall, Easthampstead Road - F/2002/8160

Emy,

The Highway Authority agree that the provision of 2 parking spaces is in line with our current parking standards, therefore has no objection.

Adam

-----Original Message-----
From: Emy Circuit
Sent: Tuesday, June 10, 2003 8:23 AM
To: Adam Coggins
Subject: Church Hall, Easthampstead Road - F/2002/8160

Adam,

This application, for conversion of the hall to a four bedroom house, was received back in January - the parking layout shows space for three cars, with access from Wescott Road and you had no objection, subject to C122/R122 for provision of parking prior to occupation - would you have any objection if the number of spaces was reduced to two. It would be preferable in other respects and it seems to me it would probably be more in line with current parking standards, especially given the proximity to Wokingham town centre?

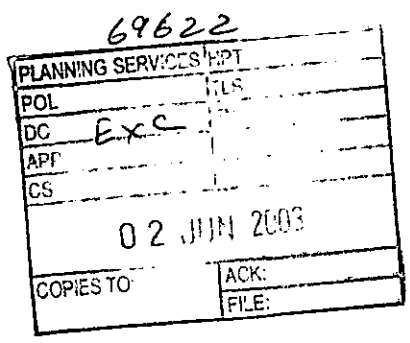
Emy

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

18 Poppy Place, Wokingham, Berks RG40 1DL
Tel 01189 629061 Mobile 07801 102456

1 Jun 03



Environmental Services Department
Planning Services
Wokingham District Council
P. O Box 157
Shute End
Wokingham
Berks RG40 1WJ

Ref F/2002/8160

CHURCH HALL, WOKINGHAM

Dear Ms Circuit,

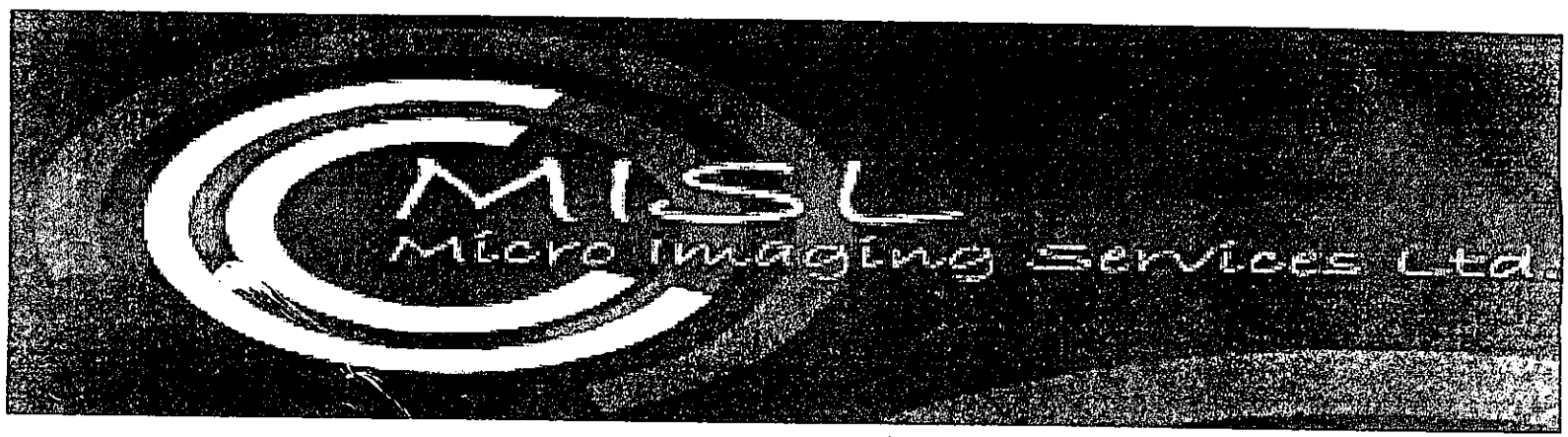
Thank you for your letter of 16 May with respect to the above. I am available for a meeting on Tues 10 Jun at 10:00 and will look forward to seeing you and Mr Sanders then.
I would be grateful to receive an agenda or some indication of what the meeting is about in order that I can bring any additional items you may require.

Yours sincerely

Tim Lewis

Copy: Harold Sanders.

THE FOLLOWING SCANNED IMAGES ARE DOCUMENTS OF BAD QUALITY OR ARE PHOTOCOPIES.



FOR THIS REASON THEY MAY APPEAR UNREADABLE ON SCREEN

Tel. (0118) 974 6479 (Direct Line)
Email. emy.circuit@wokingham.gov.uk
Fax. (0118) 974 6484
Date. 16 May 2003
My ref. F/2002/8160
Your ref.
File ref:

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) 977 8909
DX: 33506 – Wokingham

Mr Tim Lewis
18 Poppy Place
WOKINGHAM
RG40 1DL

Dear Mr Lewis,

PROPOSED CHANGE OF USE OF CHURCH HALL, EASTHAMPSTEAD ROAD TO DWELLING – APPLICATION F/2002/8160

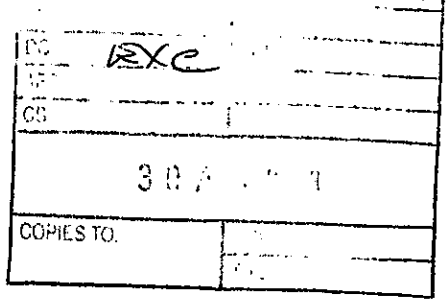
Further to our recent conversation, I have now spoken to Harold Sanders and can suggest some possible dates for a meeting. These are 10:00am on Tuesday 10 June, 2:30pm on Wednesday 11 June or 10:00 on Monday 16 June. Please let me know if any of these times would be convenient for you. If not please let me know when you will be available and I will endeavour to arrange something when I return from leave on 2 June.

Yours sincerely,

Emy Circuit
Senior Planning Officer, Development Control

18 Poppy Place, Wokingham, Berks RG40 1DL
Tel 01189 629061 Mobile 07801 102456

68648 FR



26 Apr 03

Environmental Services Department
Planning Services
Wokingham District Council
P. O Box 157
Shute End
Wokingham
Berks RG40 1WJ

Ref F/2002/8160

CHURCH HALL, WOKINGHAM

Dear Ms Circuit,

Just a short note to find out where we are with the above application, for my records I would be obliged to receive something in writing, if at all possible.
Additionally, I am considering making a few changes to my original plans and would be grateful to be able to discuss various options with you, if possible with the conservation officer in attendance.

Yours sincerely

Tim Lewis

awas 16th May.

Tel. (0118) 974 6479 (Direct Line)
Email. emy.circuit@wokingham.gov.uk
Fax. (0118) 974 6484
Date. 25 April 2003
My ref. F/2002/8160
Your ref.
File ref:

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) 977 8909
DX: 33506 – Wokingham

Mr Tim Lewis
18 Poppy Place
WOKINGHAM
RG40 1DL

Dear Mr Lewis,

PROPOSED CHANGE OF USE OF CHURCH HALL, EASTHAMPSTEAD ROAD TO DWELLING – APPLICATION F/2002/8160

With regard to the above planning application, I left a telephone message for you on 21 March, suggesting we meet, with the Conservation Officer, Harold Sanders, in order to discuss the detail of the scheme. However, I have not heard from you since. Please can you telephone me on (0118) 974 6479 to arrange a convenient time to discuss this matter.

Yours sincerely,

E Circuit

Emy Circuit
Senior Planning Officer, Development Control

phone message fri. 21 March re meeting

21 FEB 2003

Date: 20 February 2003

To: Harold Saunders

We have received Additional Plans for the following planning application:

Application Number: F/2002/8160

Location: Church Hall, Easthampstead Road, Wokingham, Berks.

Proposal: Proposed change of use of church hall to one dwelling with dormer extensions to building plus single storey rear extension to form conservatory.

Applicant: Mr T Lewis .

Case Officer: Emy Circuit

The new plans show the following: Sections
Drg.Nos.: 8160/11&12

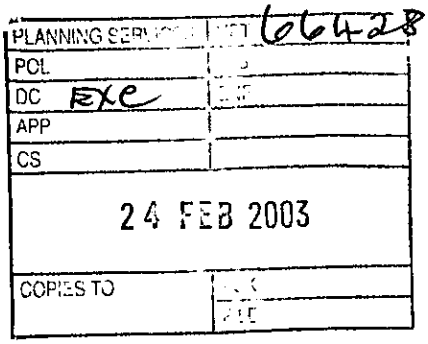
Comments are required by 06/03/2003.

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

THE PROPOSAL FOR A CHANGE OF USE IS ACCEPTABLE TO ME.
HOWEVER THIS CHURCH HALL IS AN IMPORTANT EXAMPLE OF JOSEPH MORRIS, A LOCAL ARCHITECT / SURVEYOR NOW BEING INVESTIGATED FOR HIS CONTRIBUTION, AND THAT OF HIS DAUGHTER AND SON, ON THE RESIDENTIAL AREA ADJOINING MURDOCH ROAD.
THE INTERNAL LAYOUT, WINDOW DISTRIBUTION, FORM AND DETAILS SHOULD BE EXPLORED FURTHER.
CONSERVATORY DETAILS ALSO REQUIRED.
PRINCIPLES ACCEPTABLE, DETAILS REQUIRE AMPLIFICATION BEFORE I COULD SUPPORT THE PROPOSAL.
Harold Saunders 09.04.03.

18 Poppy Place, Wokingham, Berks RG40 1DL
Tel 01189 629061 Mobile 07801 102456

21 Feb 03



Environmental Services Department
Planning Services
Wokingham District Council
P. O Box 157
Shute End
Wokingham
Berks RG40 1WJ

Ref F/2002/8160

CHURCH HALL, WOKINGHAM

Dear Ms Circuit,

For reasons already discussed I am very keen for the above application to conclude as quickly as possible.
I have spoken to Mr Sanders who assures me that he will inspect the new sections as soon as he has received them from you. However, I understand that he is content, in principal, for residential approval, (from a conservation point of view).
You reiterated you need for satisfaction that community facilities were being provided elsewhere. I have spoken to Anne King who was kind enough to provide me with the enclosed business plan. She further assured me that WDC were familiar with this project, and are indeed supplying some funding.
I hope that you are now armed with all the information that you require for a final decision.
I would be most grateful for your efforts to ensure a speedy conclusion, and look forward to hearing from you soon.

Yours sincerely

Tim Lewis

All Saints' Church Wokingham

The Cornerstone

- a new community building for Wokingham

Supported by the Community Fund and Wokingham District Council

A business plan

PLANNING SERVICES
POL
DC
APP
CS
24 FEB 2003
COPIES TO

Date: 21 February 2003

Parish Office, Norreys Avenue
Wokingham, RG40 1UE

Summary

The Cornerstone's mission is to enrich the lives of the people of Wokingham and to deepen their spirit of community. It is a new community facility for local groups and private lettings to meet the needs of a wide range of organisations in the town.

It is part of All Saints' Celebrating Community Programme, which reaches out to everyone and respects all, especially those who are excluded or disadvantaged, helping them to find a way to take part and feel valued.

The accommodation will include a large hall, meeting rooms and small interview rooms. The facilities will be sustainable, modern and really meet the needs of the disabled, including a hearing loop, and full "disabled friendly" fittings as well as disabled access.

The plans for the building have been drawn up after extensive consultation with the potential users, local residents, schools and the Unitary Authority.

The construction work is expected to start in March 2003 and last just under a year. The project cost for the construction, including all professional fees is £1,229,000. So far, we have raised just over £270,000 for our Celebrating Community Programme, have funds from the sale of church property of £630,000, and contributions from the Community Fund and Wokingham District Council totalling £180,000.

The Cornerstone will be self financing with all running costs met by the income from the groups who hire the hall and other rooms.

There will be a community steering group elected from the users of the building and a small executive committee.

When fully established we expect the building to cater for at least 40 groups, and we expect about 3,500 users annually. Anybody will be able to use the hall, but first preference will always be given to the immediate local community.

The project is a partnership of the Church and the community. It is supported by the Community Fund and the Wokingham District Council. We urge everyone involved to help us make this a truly community building.

Table of Contents

1 INTRODUCTION TO THE CORNERSTONE 1

2 AUDIT 2

2.1 The need 2
2.2 State of the existing buildings 3

3 THE BUILDING 3

4 THE PROJECT 4

4.1 Preparation and start of building 4
4.2 Complete building and start operation (2003) 5
4.3 Operation in 2004 6
4.4 First full established year (2005) 8
4.5 Marketing plan 8

5 OPERATION 10

5.1 Managing the facility 10
5.2 Objectives 10

6 MANAGEMENT AND STAFFING 10

6.1 Development team 10
6.2 Operational phase 11

7 MONITORING 12

8 FINANCIAL 13

8.1 Principles 13
8.2 Budget and cash flow 14

9 CONCLUSION 17

9.1 The role of All Saints' Church 17
9.2 The need for support 17

Appendices

Appendix A Users of the halls
Appendix B Room schedules and plans

1 INTRODUCTION TO THE CORNERSTONE

The mission of the Cornerstone is:

to enrich the lives of the people of Wokingham and to deepen their spirit of community.

It is part of the vision of All Saints' Church[1], Wokingham, Berkshire, for its work in the community.

The mission of our Parish is to:

- encourage everyone to worship God
- promote caring activities in the community
- develop Christian fulfilment, learning and understanding
- contribute to the growth of social justice and to the care of God's creation.

To meet the these we have launched "Celebrating Community", a programme which includes the new community building proposed here, the restoration of the bells which are our "voice to the community", the development of our churchyard and the work of a community priest. "Celebrating Community" isn't just about buildings and landscape.

The Cornerstone is not just a building; it is about making a difference for good in our community, reaching out to everyone and respecting all, especially those who are excluded or disadvantaged, helping people to find a way to take part and feel valued. It will be the base for All Saints' pastoral programme of support from church volunteers and for a healing ministry. We are delighted that the Wokingham and District Counselling Service will be partners with us in the building.

The building will be a new meeting place for all parts of the community, with facilities that can be accessed by everyone and are flexible for the future needs of a very wide range of organisations and individuals. It replaces the two halls on two different sites in the most advantageous way, on a single site close to the town centre, the church and the areas of greatest need in the town.

The District Council has long wished to provide a hall in this part of town. We are delighted to have them as partners, and will be meeting their need through the provision of both a hall for large functions and the de Vitre room for smaller meetings. They are actively supporting its development through the provision of funds, in kind support in terms of help from the Leisure Services Department and through the involvement of the local councillors in the development and in the steering group.

The community involvement has also been acknowledged by the Community fund who are supporting the project through a grant.

This plan outlines the reasons for providing the building and also how we intend to run it. It sets out in detail the operation of the Cornerstone for the first three years, with specific targets for its operation.

[1] Many people ask if All Saints' is a registered charity. It does not have a charity number, but in common with all Church of England churches is considered for legal and tax purposes as a charity. Our Inland Revenue number is X43758

2 AUDIT

2.1 THE NEED

The previous use of our halls (see Appendix A) gives us some indication of minimum need for a main hall. Twenty five different community groups – ranging from OAP clubs to the baby clinics - used the halls regularly. In the hall where Scouts, Guides, Brownies, Cubs and Beavers meet, over 100 young people used the building every week. Only 15% of the use of the halls was by the church.

The Cornerstone will provide improved facilities for these users, who have asked for more storage, better kitchen and toilet facilities, and small meeting rooms.

Our chosen site is in an ideal position between the Norreys estate (an area of significant social deprivation in Wokingham) and the town. It is easily accessible on foot from the Norreys area. It will provide an ideal community meeting place for residents in the Norreys Ward.

To determine the community needs in detail, we held two formal consultation evenings at which over 70 people attended representing 25 organisations. We also had discussions with Wokingham District Council, Town Councillors, the Volunteer Forum, the Citizens' Advice Bureau and the Town Centre Management Initiative.

The consultations have told us that a particular need is for smaller rooms. Wokingham Job Support Centre, one of the users of the new building, require an office with PCs and rooms for interview practice, mainly in the morning. The Wokingham and District Counselling Service will use the interview and meeting rooms. Conveniently their main need is in the evening and their use will complement that of the Job Support Centre.

We have talked to these groups, and will continue such discussions with these and others to determine how we can best meet everyone's needs and ensure that the new building complements other local provision.

Our local councillors have told us of the importance of having a hall for private hire for functions in this area. Neither of our halls had adequate facilities for private functions. Local halls that can provide such facilities are all booked well in advance. As part of our research for the project we have also reviewed all the existing halls in the area and what needs they meet, and found those with good facilities are all fully booked.

There is almost no accommodation in the town for small committee type meetings, or small groups. For example the University of the third age (U3A) meet locally but have specifically asked for rooms that are "larger-than-a-living-room, but smaller-than-a-hall". This type of facility hardly exists. Our new building will meet this need – both by having a hall that is easily divided and meeting room and other smaller rooms upstairs (see appendix A).

The evidence of need for the hall has been reinforced by the difficulty of trying to find alternative accommodation for the groups who meet in our halls while we are rebuilding, fortunately all with ultimate success. We have had two applications from people who wish to use the new hall (Photographic Society and Townswomens Guild) before we have even started to build.

2.2 STATE of the EXISTING BUILDINGS

We have not entered into this new building programme lightly:

- We seriously considered the possibilities of refurbishment but that would not have met the need for smaller rooms at all.
- It would have been possible, but very expensive, to bring the buildings up to the standard of the Disability Discrimination Act.
- We could not extend either building to provide the additional small rooms we need.

Our previous buildings comprised two halls, on different sites in the town. A quick description shows the need for a new building:

- Church House was built 100 years ago. The building is structurally sound but the toilets and kitchens are in an awful state.

- Our other hall, The Annexe, was only 30 years old, but was built with a flat roof for a twenty-year life. It was an eyesore in a conservation area. It not only had poor facilities but was in very poor structural condition, needing complete new wall panels, new windows and a new roof.

It would have been almost impossible to meet the requirements of the Disability Discrimination Act 1995 on either site, or to bring security up to a modern standard. In a detailed feasibility study of our buildings undertaken in 1998/9 the Diocesan surveyor recommended that our best solution was to rebuild. This is the action we are now taking.

3 THE BUILDING

The building is on a restricted, indeed challenging site, which lies within a conservation area. We have had to "cut our suit according to our cloth", for example by limiting the height of the building, and including the upstairs rooms partially within the roof space. We want to make the very best use of the limited space in this important position in the town.

Key features of the design are:

- A contemporary building that is appropriate for the conservation area.
- Durable, low maintenance building
- Sustainable construction, with a view to minimising the use of scarce resources and reducing waste at all stages, subject to the restrictions of the capital budget
- Flexible accommodation by using a steel frame construction
- Main entrance opening to the town and Norreys Avenue
- Full disabled access, a hearing loop and "disabled friendly" equipment and fittings

Plans and room schedules are attached (in hard copy versions) at Appendix B.

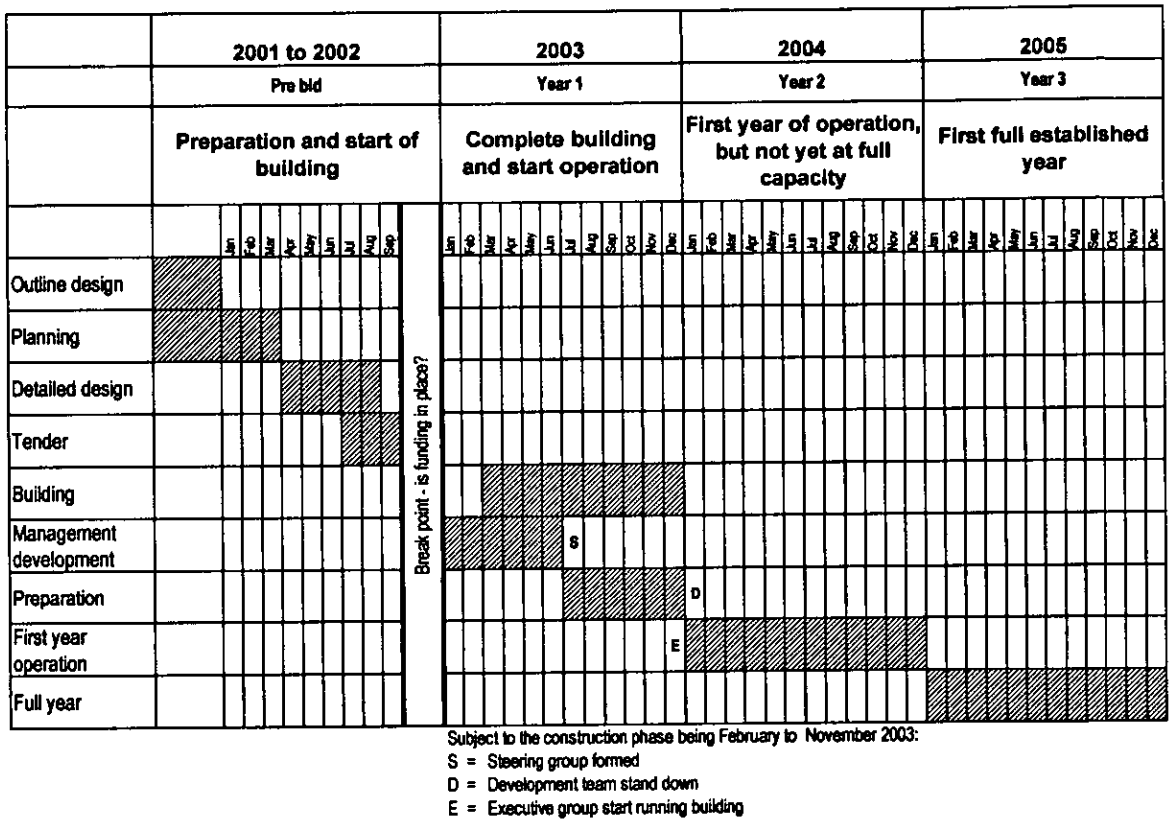
The accommodation will include:

- Large hall which may be divided to provide two or three smaller rooms (approximately two thirds/ one third, when divided in two)
- Meeting room
- Reception office
- Nine smaller rooms, of different sizes for counselling, interview or office
- Large kitchen for catering for the hall
- Toilets, including two disabled toilets, and baby changing facilities
- Lift to first floor.

4 THE PROJECT

Three years of activity are described in this plan as shown in the Gantt chart in Figure 1
Year 1: 2003 – complete building and start operation
Year 2: 2004 – first year of operation, but not yet at full capacity
Year 3: 2005 – first fully established year

Figure 1 Timetable for project



4.1 PREPARATION AND START OF BUILDING

Much of the preparation work for this project is complete. The architect was appointed in November 2000 and we have worked through a number of feasibility sketches, before deciding on the best solution. We now have a detailed design that has been approved by the Development Control Committee of Wokingham Unitary Council, and has been approved buy the Building Control Officer.

Just as we did with the outline, we are developing the detailed design, and future management plans in consultation with all the groups who are expected to use the hall and others who will be represented on the steering group. In addition to the users we consulted:

- local residents, who are likely to have particular concerns over noise and parking
- schools to help determine facilities for youth
- Unitary Authority to ensure the building meets their needs and complements other facilities
- the police to advise us on security

- Village Halls Adviser for Berkshire, not just on building but also management matters, e.g. lettings policy and licensing needs.

Following this consultation, the professional team worked up the detailed plans and went out to tender to three contractors. The three were short-listed by expressions of interest and interview when we discussed their approach to the project.

On the basis of the detailed plans, and bill of quantities, three contractors were invited to tender, and we elected to use Leonard Field plc, who offered a particularly short work programme and the lowest price. They will be expected to liase with community groups during the building, and their approach to working with the community has been considered during the tender process.

We had good news at the end of November 2002 when our available funds for building reached 90% of the full capital cost, including professional fees, construction and contingency. We therefore expect to be letting a contract for the construction in February 2003.

4.2 COMPLETE BUILDING AND START OPERATION (2003)

Targets for this phase:

- *80% of previous users return to the hall;*
- *real community involvement in the setting up of the hall – first annual meeting attended by 60 people;*
- *all legislation and regulation complied with – measured by documentation*[2]

There is a twin track process here: the completion of the building and the setting in place of the operational functions, including recruitment of staff, for the on-going running of the hall.

In the building phase, effectively the year 2003, the construction is effectively the architect's responsibility as our project manager, but within a carefully defined brief from the development team (see Section 6.1).

In parallel, the management structure will be put in place by the development team:

- A meeting of all potential users will be called in early summer, to elect a steering group, based on draft terms of reference (see principles outlined in Section 5).
- The steering group will then set a more detailed strategy for the hall, working from the basis of this business plan, for submission to the PCC for approval in autumn 2003.
- The executive committee will be appointed in late 2003 to take over from the development team as soon as the building is complete.

The management tasks that will be undertaken by the development team through 2003, first working to this business plan, and later to the steering group's strategy, will be to:

- provide a detailed budget for the first two years
- promote the hall to potential users (see Section 4.5)
- agree job descriptions for, and recruit volunteers and staff for administrative, cleaning and caretaking posts, and induct these into their roles
- develop the booking conditions

[2] For a basic checklist we are using "Are we doing it right?" – a checklist for management committees of community buildings from Community Matters, as well as others produced by Community Matters and ACRE

- determine pricing
- organise insurances and licences, and ensure that all regulations – Food Hygiene, Disability Discrimination, are complied with.
- Undertake Health and Safety risk assessments.

The development team will be responsible for delivering the building on time, within cost and to required quality and will then hand over to the executive committee at the end of 2003.

4.3 OPERATION IN 2004

Targets for this phase:

- *Meeting room and hall use is 20% higher than previously in two halls*
- *Operating and repair bills at least 10% lower than in the previous halls*
- *High levels of user satisfaction, particularly by disabled users*
- *Use by disabled and all ages*

The likely users of the hall in 2004 are shown in Table 1. This list includes both our previous users who tell us they will come back, and others with whom we have already had discussions.

Not included here but highly relevant in the longer term are others for whom we might now be able to offer services. For example a luncheon club for the elderly. At present we do not have a kitchen adequate for this purpose.

At this stage the development team will stand down and the steering group and executive committee run the building. The most important activities during the first full year will be good customer service and promotion (see Section 4.5).

Steering group meetings will receive reports on target achievement (as measured through actual amounts, e.g. fuel bills and user satisfaction surveys and feedback).

The steering group will review the utilisation and undertake specific promotion – particularly for individual users.

Table 1 Some likely users of the new community hall and meeting rooms

	Relationship			Which community group?[1]		
	Existing hall user	New agreed	Likely new	Youth	Dis-advantaged	Elderly
Baby Clinic	✓			✓		
Baptism parties						
Beavers	✓			✓		
Birthday/ anniversary parties[2]			✓			
Brownies	✓			✓		
Blind Club	✓				✓	
Choir rehearsals	✓			✓		
Church office	✓				✓	
Church Social Club	✓					
Committee meetings			✓			
Community Nursing Services	✓					
Counselling		✓				
Cruse			✓		✓	
Cubs	✓					
Family Day Centre	✓			✓		
Fellowship meetings	✓					
Funeral gatherings						
Guides	✓			✓		
Healing Centre					✓	
Holiday club	✓			✓		
Job support[3]		✓			✓	
Junior Church	✓			✓		
Keep Fit Class	✓					
Mothers Union	✓					
OAP club	✓					✓
Parochial Church Council	✓					
Photographic Society	✓					
Red Cross	✓				✓	✓
Police Liaison meetings	✓					
Piano rehearsal	✓					
Residents' Association			✓			
Retirement parties[2]			✓			
Scouts	✓			✓		
Townswomen's Guild	✓					
Traidcraft	✓					
Training and seminars			✓			
University of the Third Age – U3A			✓			✓
Wedding receptions[2]			✓			
Wednesday Mums	✓			✓		
Youth Drop-In	✓			✓		

Note: *1. Where no specific group is targeted, this is left blank*
2. There was very occasional use of the hall for these private functions previously. Our research indicates that this is an area of real need but the looks of the building and quality of facilities are key.
3. Will have specially fitted out area in the new building

4.4 FIRST FULL ESTABLISHED YEAR (2005)

Targets for this phase:

- *Groups are enthusiastic about the quality of facilities – as measured by questionnaire*
- *Financial break even*
- *At least 30 private lettings per annum*

The steering group will:

- Review user needs in Wokingham in relation to our provision
- Adopt a development plan for the next five years
- Determine maintenance plan for the building and review Health and Safety risk assessment

4.5 MARKETING PLAN

The plan is mainly concerned with the promotion activities, pricing and customer service issues. The target market, identified in Section 2.1 comprises community groups, private lettings and occasional commercial use: the marketing plan will take on board the different needs of each of these groups.

4.5.1 Promotion

Our first approach will be to our previous users. During the planning period we concentrated particularly on taking care of these users – the group leaders know they will be without any facilities for about a year, and we worked with them to help find accommodation for them during that time.

The development team will continue to keep in touch with the group leaders during the building activity and allow them the first choice of time for their meetings in the new hall. Because there will be some disruption, we know that some will not return immediately, even with the much better facilities. Promotion will continue to these groups for at least a year after the building is complete.

For new users some of the promotion has already been done and we have the Job Support Centre and Wokingham and District Counselling Service ready to use two offices, the meeting room and up to four of the small rooms.

We have been getting excellent coverage in the local press, and this, along with word-of-mouth recommendation will be our most important media for initial publicity.

A small poster will be used in other local facilities, including schools, and indeed on our notice board. Our own magazine will provide regular information about the building and the activities there, and we will undertake a direct mail "drop" in the local area.

We will prepare two leaflets:

- Information about the activities in the building. This will be a joint leaflet with our users to promote their activities
- Information about the building itself and how to hire the rooms. This can also be distributed through the church to wedding couples and baptism parties.

We are only too aware that we have to make news for press coverage and we shall therefore hold a number of events to encourage this. We will take advantage of some or all of the following:

- Demolition of existing building
- Foundation stone
- Landmarks on fund raising, e.g. the donation of £100,000 by Wokingham District Council
- Open day with contractors on site (within the constraints of safety regulations)
- "Topping out"
- Opening ceremony.

We have a web address of our own, www.thecornerstonewokingham.org.uk, and will use this for providing information and for direct promotion. (Note that this is for the running of the building – for information about fund raising for the capital project see www.celebratingcommunity.org)

Directories and web sites are generally free of charge and we shall endeavour to get these up to date and get the facility listed on all local sites including:

- Wokingham Unitary (www.wokingham.gov.uk/menus/having1.htm)
- Community Council for Berkshire list of halls
- Independent sites such as www.wokinghamweb.co.uk/halls_to_hire.htm, or www.locallife.co.uk/wokingham/venues.asp
- All Saints' Church (http://www.allsaintswokingham.org.uk/)

These listings will be particularly important for private function hirers.

There is an annual Wokingham Community Partnerships Day at which we have already advertised the project and made useful initial contact. We will continue to take advantage of such days to make contact with community organisations that might use the facility.

4.5.2 Customer service

We will strive to develop a group of really satisfied, and hence loyal, users, by ensuring that the experience of booking and using the facilities is good. Booking will be made easy through a frequently manned office with an answer phone, or on the web.

We will provide a full booking pack including price list, booking conditions and any other information sheets as appropriate – e.g. tips on running children's parties. This will also set out clearly exactly what the user can expect in terms of set up time, support from the caretaker and the use of facilities, such as the kitchen or the photocopier. It will also explain what we expect from the hirer – such as leaving the area tidy, and not blocking exits.

5 OPERATION

5.1 MANAGING THE FACILITY

All Saints' Church owns The Cornerstone. The Parochial Church Council of All Saints' is the corporate body ultimately responsible for the activities, and has overall authority over the activities. The management is delegated, subject to approval of strategy and plans by the PCC, to a steering group of users and a small executive committee. Details of all the terms of reference for these groups and the relationships between them are being drafted by the Development Team.

All stakeholders will be represented on the steering group (about a dozen people). Day-to-day management and responsibility for meeting targets will be in the hands of the smaller executive committee. The model for this type of management is based on church schools and housing projects in Wokingham with which members of the development team are familiar.

This is a community facility. Regular bookings will therefore only be available to local not-for-profit community groups, but the building will also be available for occasional hire for private or commercial use.

Up to a limit to be agreed with the steering group, the church will have a quota of rent-free access; regular users will have access to any rooms that are available "on the day".

Limitations on the use of the building will be kept to a minimum. For example, community groups and individuals may use the hall for the consumption of alcohol but they will be responsible for obtaining any necessary licence. Such use will be dependent on there being no problems for neighbours.

5.2 OBJECTIVES

The objectives of the management of the hall will be to:

- Ensure a balanced use of the building by the church and different not-for-profit groups across the whole spectrum of community need, as well as individual and commercial users
- Meet the users' needs in terms of cleanliness, ease of use and availability, reporting on user satisfaction on a regular basis
- Operate the hall in a financially prudent way, on a not-for-profit basis.

6 MANAGEMENT AND STAFFING

6.1 DEVELOPMENT TEAM

The Parochial Church Council (PCC) at All Saints' is responsible for the development and has delegated this to a small committee. These are all people who share a real vision for this development and have individual skills for the particular task:

- Anne King, Chair of the development team, works as Marketing Director at BSRIA, specialising in research for the construction industry, and is Chair of Caritas, Wokingham, an organisation that supports young homeless in Wokingham
- Dickon Snell, former deputy head teacher at Maiden Erlegh School
- David Fellows, FRICS, a Chartered Building Surveyor with extensive experience of new building and maintenance work, and Chairman of the All Saints' Church House Management Committee
- Margaret Stevenson, Solicitor

- Alison Vacher, Banker
- Michael Nightingale, Chair Royal Berkshire County Scout Council
- Pat Axford, Personnel Consultant at Hewlett Packard

The architect, whom we are employing to advise on the job, and as planning supervisor, was appointed after a rigorous selection procedure. Daniel, Lelliott Krauze specialise in the design of halls and churches. Senior partner, Neil Barr, is overseeing the work for us.

The other professionals appointed to the team are:

Structural engineers	P L Ross and Partners
Quantity surveyor	M R Partnership
M&E consultant	TP Engineering

Jenny Exley Associates are undertaking the landscape work in the churchyard project and will work closely with the architect on the landscaping around the building.

The team has been supported by the Leisure and Culture Services team at Wokingham Unitary who are helping in developing management procedures for the building and have advised on the accommodation. This in-kind support has been most welcome, and we are sure it will continue to be so.

6.2 OPERATIONAL PHASE

6.2.1 Steering group

The Cornerstone Steering Group will advise on the operation and strategy for the hall, reporting to the Parochial Church Council (PCC) of All Saints'. This group will ensure that we get real user input to the building. It will meet two or three times a year and comprise about 12 - 15 members who are representatives of:

- church and community organisations using the building (elected at an annual meeting)
- one representative of each of the daily users
- local residents, and the local residents association, NERO (elected/ nominated)
- a Councillor from Norreys Ward (nominated)
- police, schools and other local organisations (elected/ nominated)
- the PCC (nominated).

It will be chaired by the Rector or his nominee (usually one of the Church Wardens at All Saints').

The steering group will be responsible for determining policies for the building, its staffing and lettings, including matters such as smoking policy, health and safety policy, and environmental questions(e.g. paper or china plates). The group will hold an open annual meeting for all users at which the representatives will be elected and at which there will be an opportunity for everyone to input their views on the management of the hall.

6.2.2 Executive committee

An executive committee of six people will be responsible for running The Corenerstone. Its responsibilities will include:

- day to day management of the building
- implementing the policies of the steering group
- undertaking health and safety risk assessments
- providing regular reports to the steering group, including the meeting of a range of service level targets

- obtaining and holding the necessary insurances and licences for the building (e.g. performing rights)
- handling complaints
- ensuring the building continues to meet, and indeed exceed, all legal standards in relation to disabled access.

The executive committee will comprise:

- One representative of the key groups who use the Cornerstone every day, selected by those groups
- Two representatives of the regular users of the hall, either group or individual local users, nominated by the steering committee
- Two representatives of the Church, one of whom will chair the executive committee
- The administrator.

The executive committee will also have power to co-opt members, subject to agreement of the steering group and PCC. An honorary treasurer and chairman of the committee will be elected from amongst its members. The committee will meet monthly.

Fuller terms of reference for the steering group and executive committee will be drawn up with the Church, our partners and potential users as the plans for the building are developed.

6.2.3 Staff

To ensure the good running of the hall and best value for the community, paid staff (the PCC of All Saints' will be the employer) will provide the key functions of administrator, booking secretary, bookkeeper, cleaner and caretaker (some of these roles may be combined).

In the first months of operation, it is likely that these posts will be filled on a voluntary basis, but the volunteers will be appointed against a full job description.

7 MONITORING

The executive committee will present reports (see Table 2) to the steering group to ensure the building meets its initial objectives. This list of reports will be revised when the new development plan is developed in 2005. This is in addition to statutory requirements, such as the production of annual accounts.

Table 2 Reports for monitoring the objectives of the building

Area	Information	Frequency of report	Objective
Use of hall	Bookings records	Quarterly	80% of past users return
			Room use 20% up on current after one year
			Use by all ages
			At least 30 private lettings per annum from local postcodes
Community involvement	Attendance register at annual meetings	Annual	60 people at first annual meeting
User satisfaction	Survey of groups and individuals	At three months, and annually thereafter	High levels, i.e. score 8/10 or above
			Enthusiastic about facilities
Legislative requirement	Completed check list supplied by executive	Annual	Meet all necessary requirements
Financial	Accounts	Annual	Operating and repair bills 10% lower than previously
			Break even

8 FINANCIAL

8.1 PRINCIPLES

All Saints' Church intends to finance the capital cost of the building before completion. About 50% of the money will come from our own existing resources, including the sale of one of the old church halls, 30% from fund raising, and 20% from grants.

Charges to users will pay for running costs, maintenance and refurbishment but are not expected to refund the capital cost of building work.

One of the key objectives of the management of the hall will be to operate the hall in a financially prudent way, on a not-for-profit, i.e. self-financing, basis.

The accounting will be open to the steering group, who may make recommendations on rent levels and items of expenditure.

The not-for-profit target will be after taking into account all costs including:

- Running costs and maintenance
- Any loan repayments and interest
- Setting aside annually a "sinking fund" of 0.5% of the total build cost for emergencies, future refurbishment and adaptation (£6,000 on current estimates) up to a maximum to be set by the steering group and the church.

Any excess over this amount would be divided equally between the regular users (e.g. by a rent holiday) and the church.

8.2 BUDGET AND CASH FLOW

8.2.1 Capital cost and funds

The contract will be for about £930,000. With fees and various other expenses the project costs are £1,229,000. More detail is shown in Table 3.

Table 3 Cost of building, £

Contract	930,000
Other items could be added in - screen, SS banister, vanity units, two way entrance, resurface old car park, incl fees	58,262
Fees etc	171,087
F&F, telephone and IT	26,150
Cash flow provision for the first year	4,000
Fundraising costs etc	9,580
Contingency	30,000
	1,229,079

We have collected over £270,000 from voluntary fund raising. This has been raised for a range of community projects; the church would like to allocate £79,000 for the redevelopment of the churchyard and work on bells, but this money is available in the short term as a cash fund for this building. We have also raised £630,000 from the sale of our other premises. We have a Community Fund grant of £80,000 and Wokingham District Council have offered us £100,000 and promised a further sum. Wokingham and District Counselling Service is also providing contribution to the capital of £39,000.

This still leaves us £175,000 to find (see Table 4).

As reassurance to our contractor in terms of cash to fund the project, we have the £79,000 of other Celebrating Community Funds available, the option to remove £58,000 from the budget, and still provide the building, and the agreement of the Diocese to loan up to £100,000, should this be necessary to help meet cash flow. However our fund raising group are confident that this will not be needed; they are working to raise the additional money from grants, business and further individual donations and events.

Table 4 Funding for capital project

Funds already raised from donations and events for "Celebrating Community" (excluding "fixed" donations for bells, or churchyard)	270,500
Less amount we would like to allocate to church yard and bells	-79,000
Sale of property (net of agents fees)	630,000
Wokingham Unitary Authority	100,000
Balance in former church hall accounts	13,500
Community Fund	80,000
Wokingham and District Counselling Service	39,000
TOTAL ABOVE	1,054,000
Cost of community building	1,229,000
TOTAL TO FIND FOR HALL	175,000

8.2.2 Income and pricing

In looking at the likely demand for the building's facilities we have started by looking at the use of our previous halls. All users have indicated that they will be keen to use the new hall. Most use of the halls was by community groups. We believe this can be increased by about 25%.
Individual and other users, including businesses, parties etc, was only 80 hours a year. We believe we can increase this four fold (see Table 5). This is about 40% of the total available hours.

Table 5 Use of the hall

	Hours per week	Weeks per year	Hours per year
Previous users			
Church House – regular (church sponsored)	11	40	440
Church House occasional (community)			80
Annexe - all regular (community)	16	40	640
New users			
Community groups	7	40	280
Other	6	50	300
Total hall	40		1,980

We would expect these users to be able to bear a significant increase in price for the improved facilities.

Although there is a wide range of prices, the amounts charged by other halls are the best guide we have. They have been researched in detail to enable us to provide the estimates in Table 6 of income once the hall is operating fully.

Charges for not-for-profit use will be fixed after reference to those for similar buildings in the area: for the hall c£9 – 15 per hour, which is about one third of commercial prices. Church sponsored organisations will be charged a reduced rate, and any organisation that is part of All Saints' may use the rooms at no charge time, subject to the quota agreed with the steering committee. Prices will be fixed by the steering committee, subject to the agreement of the PCC. The average prices are only illustrative to show how the building may be run to break even.

We envisage several charging bands:

1. Not-for-profit organisations for regular lettings.
2. Church sponsored organisations for regular use
3. Not-for-profit organisations for occasional use
4. Individual, possibly with a discount for very local users
5. Commercial

Table 6 Income under full operation

	Hours per week	Weeks per year	Hours per year	£ per hour - AVERAGE	£ per year
Church at no charge	10	40	400	0	0
Church sponsored	11	40	440	7.00	3,080
Community groups	23	40	920	12.00	11,040
Individual	6	40	240	14.00	3,360
Kitchen	6	40	240	3.00	720
Total hall	40		1,840		18,200
Job Centre	30	50	1,500	4.00	6,000
Counselling service – rooms for training	30	48	1,440	2.50	3,600
Meeting room	12	40	480	7.00	3,360
Interview rooms (three)	12	48	576	2.50	1,440
Total hire fees					32,600

We will charge separately for the kitchen (the amount will depend on the activity there) and a deposit for any hiring with a licence, or for certain other functions. There will either be a minimum charge, or higher charge for first hour – wear and tear and caretaker time both vary as much with number of hires as total length of time. Although we do not want too complicated a system, we know that the more successful halls have differential rates for time of day, and are considering this.

8.2.3 Running costs

The running costs are estimated at £30,000. The costs have been assessed on the basis of costs for similar buildings, including our existing buildings - the Annexe and Church House. They assume that there is some paid staff as described above for the administration of the building. In addition there will be a "sinking fund" for emergencies and refurbishment.

Table 7 Running costs, £, under full operation

	Full year	Was (for comparison)	
Caretaker/ cleaner	8,736		20/15 hours per week at £7 per hour, plus NI etc
Administrator etc	8,424		15/12 hours per week at £9 per hour, plus NI etc
Maintenance	3,000	12,000	Basic office of similar size – estimated at £3,000 pa in yr 3
Lift	2,000		Best estimate based on other similar lifts
Gas	1,500	1,000	
Electricity	2,000	1,000	Previous halls experience
Water	180	200	
Insurance	800	600	
Miscellaneous, e.g. licences	3,000	500	
Total, 2004	29,640		
Total, 2005	30,439		

9 CONCLUSION

9.1 THE ROLE OF ALL SAINTS' CHURCH

The Cornerstone is being built by All Saints' who already have a track record of 800 years service to the community in Wokingham, and specifically the provision of facilities for community use for the last 100 years. It is intended that this new building will also last for 100 years. The church has a good record for "sticking" at the things it promotes and this will be no exception.

9.1.1 Building phase

All Saints' has undertaken major building projects in the recent past, including the restoration of the church roof, installation of new heating and lighting and organ. Indeed the new hall project team chair was involved in the earlier project. The team working on the project is highly professional in its approach and determined to deliver. It is aware of the many pitfalls of construction projects and has allowed significant contingency for this.

9.1.2 Operational phase

There are already many groups interested in using the new building – indeed many were users of the very poor facilities in our old buildings. We have had significant support from the Unitary Authority, both in cash and in kind and we know this will continue in the new building. The Community Fund of the National Lottery has also supported the project. About 90% of the income has been identified and the remaining income, whilst not assured, is based on good realistic estimates, allowing us significant time to promote the hall and "win" clients for the building.

9.2 THE NEED FOR SUPPORT

The need for some community facility in this part of the town is widely acknowledged. We have Community Fund and WDC support but we still need more funds for the project.

We see the work we are planning to do here as much more than just the provision of a building. It is about our ministry as a church to the community.

We very much hope that more people will join in supporting this exciting project.

Appendix A – Current use of halls

An analysis of our regular users was undertaken in summer 2000 to establish the use of the two halls. So long as we can provide another smaller meeting room and have a hall which can be divided for part of the time we can accommodate all our existing regular users in the one hall, and still have the opportunity to accommodate more groups, many of which have expressed an interest so long as we have better facilities.

The table below shows the regular bookings for weekday use. Other users include the Police Liaison Group, piano rehearsal, wedding preparation and holiday club. There is much less regular use on Saturdays and Sundays, except for Sunday mornings when the Annexe is used by the church.

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Annexe	Church House	Annexe	Church House	Annexe	Church House	Annexe	Church House	Annexe	Church House
9.00										
9.30										
10.00			Tuesday						Family	
10.30	Baby		Coffee						Centre	
11.00	Clinic									
11.30					Wed				WDC	
12.00					Mums					
12.30										
13.00										
13.30			Red							
14.00			Cross/			Civil				
14.30	OAP		Blind			Service	Keep Fit			
15.00	Club		Club			Retire				
15.30	2 groups		*(2nd)*			*(3rd)*				
16.00						*week)*				
16.30										
17.00										
17.30										Brownies
18.00										
18.30							Choir			
19.00				Cubs			rehearsal			
19.30										Guides
20.00		Scouts	Mothers'		PCC		Evening		Youth	
20.30			*Union*		*(1st)*		TWG		Drop-In	
21.00	Photo		*(3rd*		Fellow		*(3rd)*			
21.30	Society		*week)*		ship					
22.00	*(2nd,*				*(3rd)*					
22.30	4th)									

Appendix B – Room schedules and plans

	Room on plan	Size Square metres	Capacity (approx)	Possible use/ notes
Community hall areas which will all be let to a wide range of community groups and individuals on a per session basis	Hall	199	120 seated, theatre style	Wide range of groups and private lettings for functions
	Kitchen (ground)	16		Available for hire with the hall
	Interview room 2	7	4 for break out group	Interview room
	Room 7	39	20 board room style; 30 theatre style	Meeting room
	Room 10	9	10 for break out group	"Common room" style meeting room
Church own use for our voluntary work	Room 1	15		Church office
	Room 5	8		Church office
	Room 6	11		Church office
Rooms for other community activities	Room 2	7		Counselling office
	Room 3	10		Counselling room
	Room 4	35		Job Support Centre
	Room 8	7		Counselling room
Circulation area, toilets etc		235		
Storage area, 2nd floor, and other		142		
Total internal area		740		

Date: 20 February 2003

To: Case Officer

We have received Additional Plans for the following planning application:

Application Number: F/2002/8160

Location: Church Hall, Easthampstead Road, Wokingham, Berks.

Proposal: Proposed change of use of church hall to one dwelling with dormer extensions to building plus single storey rear extension to form conservatory.

Applicant: Mr T Lewis .

Case Officer: Emy Circuit

The new plans show the following: Sections
Drg.Nos.: 8160/11&12

Comments are required by 06/03/2003.

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/2002/8160 Date Rec. 17 Feb 2003

Location: Church Hall, Easthampstead Road

Parish: Wokingham

Applicant: Mr T Lewis

Description of attached plans: Sections

Drawing No's: 8160/ 11 & 12

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 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 20/2/03

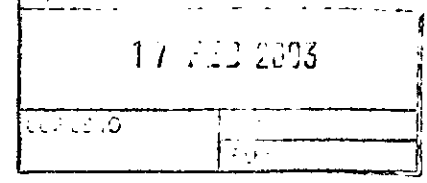
Yellow - Case Officer Copy
Green - Part One Copy

Additional Info

66151

18 Poppy Place, Wokingham, Berks RG40 1DL
Tel 01189 629061 Mobile 07801 102456

Exc



14 Feb 03

Environmental Services Department
Planning Services
Wokingham District Council
P. O Box 157
Shute End
Wokingham
Berks RG40 1WJ

Ref F/2002/8160

CHURCH HALL, WOKINGHAM

Dear Ms Circuit,

Please find enclosed the additional information requested by Mr Sanders. I am available to explain the internal layout if this is still not clear from the sections.

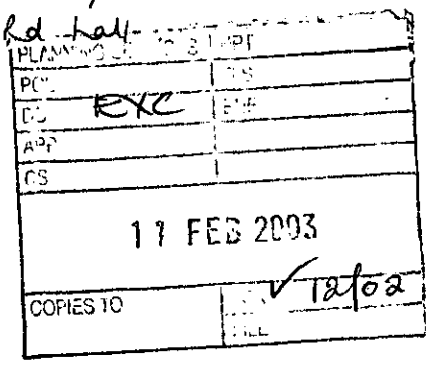
Yours sincerely

Tim Lewis

OBS

Application N°. F/2002/8160

E'hampstead Rd. Hall



To Emy Circuit

Having looked at these plans, I have a query about the front window arrangement. According to the proposed ground, first + second level plans, there will be three front windows at all levels. But the front elevation shows two tall windows + one small window, which would certainly not cover three levels. Are the developers planning to put in a third tall window at the front? This is not included in the application, + may have been overlooked by the applicant. I would be grateful if this could be clarified.

Thank you,

Margaret Swinyard 9781490
44 Easthampstead Road RG40 2EF

WOKINGHAM TOWN COUNCIL CONSULTATION SHEET

Case officer: Emy Circuit

Application Number: F/2002/8160

Proposal: Proposed change of use of church hall to one dwelling with dormer extensions to building plus single storey rear extension to form conservatory

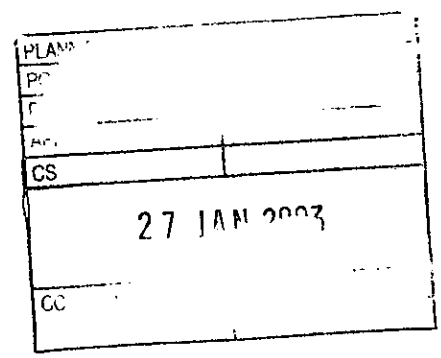
Site Address: Church Hall, Easthampstead Road, Wokingham

Applicant: Mr T Lewis

Your observations are required in respect of this application **by 01/02/03**

At its meeting on 21 January 2003, the Planning & Transportation Committee resolved to make the following observation:

No objection, subject to the new windows matching the existing.



SIGNED: _____ **DATE:** 22/01/03

CLERK TO Wokingham Town Council

To:
Harold Sanders
Urban Design And Conservation Officer

From: Emy Circuit

Date: 10 January 2003

14
16 JAN

Application Number: F/2002/8160

Proposal: Proposed change of use of church hall to one dwelling with dormer extensions to building plus single storey rear extension to form conservatory..

Site Address:
Church Hall, Easthampstead Road, Wokingham, Berks.

Applicant:
Mr T Lewis .

Your observations are required in respect of this application within **7 days** of the above date.

I AM HAVING GREAT DIFFICULTY UNDERSTANDING THE PROPOSED ALTERATIONS.

CAN WE OBTAIN SOME SECTIONS THROUGH THE PROPERTY TO AMPLIFY THE ROOM LAYOUTS, WINDOW LOCATIONS, IN RELATION TO THE PROPOSED ACCOMMODATION AND FLOOR-TO-CEILING HEIGHTS FOR GROUND, FIRST AND SECOND FLOORS.

THERE ALSO APPEARS TO BE DISCREPANCIES BETWEEN ELEVATIONS AND PLANS BUT THESE COULD BE RESOLVED ONCE THE BASIC LAYOUT IS UNDERSTOOD AND ACCEPTED.

Harold Sanders

22.01.03.

I DID HAVE A BRIEF PRE-APP DISCUSSION WITH A PERSPECTIVE PURCHASER AND THE PRINCIPLE OF CONVERSION APPEARED ACCEPTABLE TO ME.

THE DETAIL HOWEVER IS SOMETHING ELSE. HT

Emy Circuit
From: John Mullaney
Sent: 22 January 2003 11:52
To: Emy Circuit
Subject: F/2002/8160 Church Hall, Easthampstead Road, Wokingham

I have no objections to the proposal.

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

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: 2002/8160

Proposal:
Proposed change of use of church hall to one dwelling with dormer extensions to building plus single storey rear extension to form conservatory.

Location:
Church Hall Easthampstead Road Wokingham Berks

This application is being advertised in the Wokingham Times newspaper on the 22/01/2003 for the following reason(s);

SITE IS IN A CONSERVATION AREA

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 **12/02/2003**. 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 observations made. However any comments will be taken into account when the application is determined and you will be notified of the decision.

Date: 22/01/2003

on notice board, Easthampstead Rd side of site
21 JAN 2003

HIGHWAYS CONSULTATION SHEET

From: Emy Circuit **Date:** 10 January 2003

Application Number: F/2002/8160

Proposal: Proposed change of use of church hall to one dwelling with dormer extensions to building plus single storey rear extension to form conservatory.

Parish: WOKINGHAM TOWN

Site Address:
Church Hall, Easthampstead Road, Wokingham, Berks.

Applicant:
Mr T Lewis .

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:** _____

C122, R122.

Signed: _____ **Print name:** AC 17/1/03.

(*) PRE-APP (*) ATTACHED

Application Number: F/2002/8160

Case Officer : exc.

Valid Date : 02 JAN 2003	**Map No :** 75B
	Site Area : 0·22
	Received Date: 09/12/2002

Level : Delegated Application

Description : Proposed change of use of church hall to one dwelling with dormer extensions to building. + s/s rear conservatory extension.

Location : Church Hall, Easthampstead Road, Wokingham, Berks.

Parish : WK **Ward :** Wescott - 10·1·03 B

Applicant : Mr T Lewis .

Fee Required: £220 **Fee Received: £220** (9)

Additional: ..... **or Refund: .....**

Enforcement Section to be notified ☐ (tick if required)

Additional information required for validation;

REASON	NOTES	DATE REQ	DATE RECD
LOCATION PLANS			
BLOCK PLANS			
FORMS UNSIGNED			
S.66 MISSING/INCORRECT/ UNSIGNED			
ELEVATION PLANS	- Rear elevation - windows & doors do not correspond to g. floor plan. - Need section drawing to show front elev. of new dormers	19/12	02 JAN 2003
FLOOR PLANS	Stairs from ground floor to first floor?		
NO SCALE OR SCALE IS IMPERIAL			
ENCROACHMENT LETTER REQUIRED			
OTHER			

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 Cons. Area

INTERNAL CONSULTATIONS

10.1.03 R.

Building Control

Heritage (Harold Sanders) ✓

Landscape

Trees

Environmental Health ✓

Housing

Leisure & Cultural Services ✓ Wendy Smith, Chris Hamilton, Gerard Kerslake, Dave Hooper

Public Rights of Way Officer

Property

Policy & Plans – no longer wish to be consulted on such applications.

Joint Strategic Planning Unit

Archaeological Officer (BABTIE)

Education

Social Services

Highways ✓

EXTERNAL CONSULTATIONS

Adjacent DPA : _____

Adjacent Parish : _____

SEB

British Gas

Oil pipeline

Transco

Environment Agency

Railtrack

Police Arch Officer

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

.....

.....

.....

.....

.....

.....

NEIGHBOURS

.....

2 x S/N – Easthampstead Rd
+ Westcott Rd

+ See map

+ pls include site inside red line.

+ attached list of names & addresses

Pre-app attached.

WOKINGHAM UNITARY
Aiming for Excellence

Applicationo	Name & Address
F/2002/5707	I Scott 27 Easthampstead Road WOKINGHAM. RG40 2EH
F/2002/5707	T V Emmett 58 Easthampstead Road WOKINGHAM. RG40 2EE
F/2002/5707	Margaret Jenkins 7 Wescott Road Wokingham RG40 2ER
F/2002/5707	David Chapman & Judy Molloy 19 Wescott Road Wokingham RG40 2ER
F/2002/5707	Samantha Marshall & Alex French 3 Wescott Road Wokingham RG40 2ER
F/2002/5707	Jo Couldrick 15 Wescott Road Wokingham RG40 2ER
F/2002/5707	A Jones 10 Goodchild Road Wokingham RG40 2EN
F/2002/5707	Emma Goddard & Marcus Bateson 11 Wescott Road Wokingham RG40 2ER
F/2002/5707	Dr & Mrs Swinyard 44 Easthampstead Road Wokingham Berks RG40 2EF
F/2002/5707	Rose & George Bailie 33 Easthampstead Road Wokingham RG40 2EA
F/2002/5707	Mr & Mrs D Taylor 46 Easthampstead Road WOKINGHAM. RG40 2EF

F/2002/5707

Colin Ballard
22 Wescott Road
WOKINGHAM.
RG40 2ES

Application Withdrawn

Letters sent 01.03.02

WOKINGHAM UNITARY
Aiming for Excellence

Organisation_Name	Building_Name	address1	Postcode
		3WESCOTT ROADWOKINGHAM	RG40 2ER
		5WESCOTT ROADWOKINGHAM	RG40 2ER
		7WESCOTT ROADWOKINGHAM	RG40 2ER
		9WESCOTT ROADWOKINGHAM	RG40 2ER
		10WESCOTT ROADWOKINGHAM	RG40 2ES
		12WESCOTT ROADWOKINGHAM	RG40 2ES
		14WESCOTT ROADWOKINGHAM	RG40 2ES
		16WESCOTT ROADWOKINGHAM	RG40 2ES
		6WESCOTT ROADWOKINGHAM	RG40 2ES
		8WESCOTT ROADWOKINGHAM	RG40 2ES
WESCOTT SERVICES		1WESCOTT ROADWOKINGHAM	RG40 2ER
WOKINGHAM JOB SUPPORT CENTRE		40EASTHAMPSTEAD ROADWOKINGHAM	RG40 2EG
		31EASTHAMPSTEAD ROADWOKINGHAM	RG40 2EA
		33EASTHAMPSTEAD ROADWOKINGHAM	RG40 2EA
		42EASTHAMPSTEAD ROADWOKINGHAM	RG40 2EF
		44EASTHAMPSTEAD ROADWOKINGHAM	RG40 2EF
		34EASTHAMPSTEAD ROADWOKINGHAM	RG40 2EG
		27EASTHAMPSTEAD ROADWOKINGHAM	RG40 2EH
		29EASTHAMPSTEAD ROADWOKINGHAM	RG40 2EH
		36EASTHAMPSTEAD ROADWOKINGHAM	RG40 2EG
		38EASTHAMPSTEAD ROADWOKINGHAM	RG40 2EG

26 " "
111 Westcott Road.
15 " "
19 Westcott Road.

**********FILE COPY**********

Tel: (0118) 974 6479

Date: 10 January 2003

My ref: F/2002/8160

WOKINGHAM UNITARY
Aiming for Excellence

Councillor Wyatt
33 Sturges Road
Wokingham
RG40 2HG

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 Councillor

Application Number: F/2002/8160
Church Hall, Easthampstead Road, Wokingham, Berks.
Proposed change of use of church hall to one dwelling with dormer extensions to building plus single storey rear extension to form conservatory.

I write to let you know that the above mentioned application has been received.

At this stage a recommendation has not yet been made. This form should only be returned if it is likely that you might wish for the application to be listed for consideration by the Development Control Committee. This form must be received no later than 28 days from the date of this letter.

If you have concerns about the proposals it may be possible for these to be addressed during the consideration of the application. In these circumstances it would be helpful if you could discuss these with the case officer **Emy Circuit** on **(0118) 974 6479** in the first instance.

Yours sincerely
Trevor Watson
Development Control Manager

LISTING FORM
Case officer: **Emy Circuit** Application Number: **F/2002/8160**
Church Hall, Easthampstead Road, Wokingham, Berks.
Proposed change of use of church hall to one dwelling with dormer extensions to building plus single storey rear extension to form conservatory.
I wish this application to be listed should the officers recommendation be for: GRANT/REFUSAL and my reasons are:

_____

_____

Should the officers recommendation be in accordance with my views I am happy for the application to be determined under delegated powers. YES/NO

Signed: _____ Date: _____

Councillor Wyatt

**********FILE COPY**********

**********FILE COPY**********

Tel: (0118) 974 6479

Date: 10 January 2003

My ref: F/2002/8160

WOKINGHAM UNITARY
Aiming for Excellence

Councillor Green
102 Arnett Avenue
Finchampstead
RG40 4EE

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
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Yours sincerely
Trevor Watson
Development Control Manager

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Case officer: **Emy Circuit** Application Number: **F/2002/8160**
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I wish this application to be listed should the officers recommendation be for: GRANT/REFUSAL and my reasons are:

_____

_____

Should the officers recommendation be in accordance with my views I am happy for the application to be determined under delegated powers. YES/NO

Signed: _____ Date: _____

Councillor Green

**********FILE COPY**********

Received by Wokingham District Council

Application No: F/2002/8160

Proposal:
Proposed change of use of church hall to one dwelling with dormer extensions to building plus single storey rear extension to form conservatory.

Location:
Church Hall, Easthampstead Road, Wokingham, Berks.

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/2002/8160 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 01/02/2003. 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

10 January 2003

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
02.JAN.2002 8160
09 DEC 2002
8160

1.	**APPLICANT'S NAME**	TIM LEWIS
	ADDRESS	18 POPPY PLACE
		WOKINGHAM BERKS
	POST CODE	RG40 1DL **PHONE** 07801 102 456
	AGENT'S NAME	
2. If the applicant has an agent, all correspondence will be sent to the agent	**ADDRESS**	N/A
	POST CODE	**PHONE**
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**	CHURCH HALL EASTHAMPSTEAD RD WOKINGHAM BERKS
4. WHAT IS THE APPLICATION FOR ? Give brief details and state for what purpose this site and any buildings will be used.		RESIDENTIAL USE OF OLD CHURCH HALL
5. Give the area in hectares or part of a hectare	**AREA OF SITE**	0.14 ACRES
6. State the applicant's interest in the land e.g. owner, prospective purchaser, lessee	**OWNERSHIP**	PROSPECTIVE PURCHASER
7. List all the plans and drawings submitted with the application	**PLANS/DRAWINGS**	GROUND/FIRST/SECOND FLOOR PLAN (PROPOSED/EXISTING) SIDE/REAR ELEVATION (PROPOSED/EXISTING) SITE PLAN (PROPOSED/EXISTING)
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 ?

EXTERNAL APPEARANCE	[ ]	**SITING**	[ ]
MEANS OF ACCESS	[ ]	**DESIGN**	[ ]
	N/A	**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.

VACANT CHURCH HALL (LAST USED JUL 02)

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.

ALL EXTERNAL MATERIALS TO BE INKEEPING WITH EXISTING BUILDING EG HAND MADE BRICKS/TILES, LIME MORTAR, WOOD CASEMENT WINDOWS.

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.

REAR/SIDE OF PROPERTY TO BE ENCLOSED BY 2.2m BRICK WALL (SEE SITE PLAN), SLOPING TO 1m AT JUNCTION WITH WESCOTT RD, TO GIVE CLEAR VIEW OF TRAFFIC

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

ONE FRONT, ONE SIDE, TWO REAR (ONE DISABLED) DOORS – EXISTING
FRONT GARDEN STORE DOUBLE DOORS – PROPOSED

19. HAS PROVISION BEEN MADE FOR THE DISABLED? See notes for applicants

EXISTING

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	1 1 11 *	017 *	010 *
BUNGALOW	/ *	/ *	/ *
FLAT/MAISONETTE	/ *	/ *	/
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.

£ 220.00

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 [signature] ON BEHALF OF DATE 17 OCT 02.

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: Retained in existing use	Existing floor space: Lost by change of use or demolition	Proposed additional floorspace created by: New building	Proposed additional floorspace created by: Change of use
A1	SHOPS				
A2	FINANCIAL AND PROFESSIONAL SERVICES				
A3	FOOD AND DRINK				
B1(a)	OFFICE (other than A2)				
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		200		
OTHER	Please Specify RESIDENTIAL			150	200
OTHER	Please Specify				
	TOTAL				

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	3	
Proposed	3	

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.

RESIDENTIAL USE ONLY

28. WHO WILL OCCUPY THE PREMISES?
a) Give the name and current operating address of the proposed occupier
b) Will these premises be vacated?

SELF

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.

NO

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.

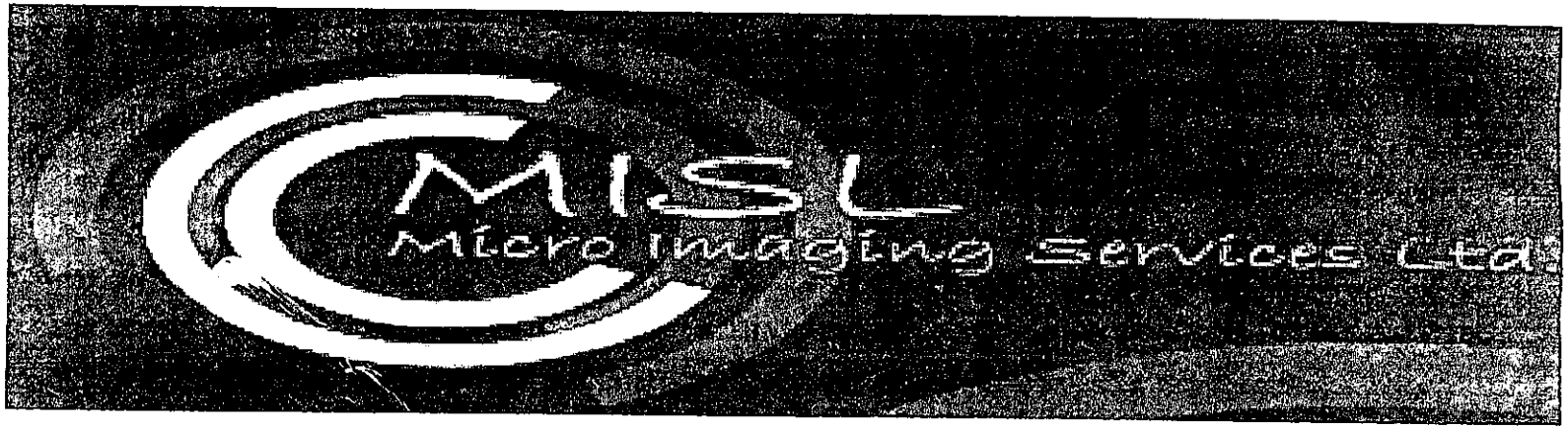
WHAT HAPPENS IF THE APPLICATION IS REFUSED ?

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.'

THE FOLLOWING SCANNED IMAGES ARE DOCUMENTS OF BAD QUALITY OR ARE PHOTOCOPIES.



FOR THIS REASON THEY MAY APPEAR UNREADABLE ON SCREEN

Church Hse CORNER OF EASTHAMPSTEAD ROAD AND WESCOTT ROAD HALL

THIS IS THE CHURCH HALL

PLAN NUMBERS PLANNING	PLAN NUMBERS BUILDING	DATE REC.	BRIEF DESCRIPTIONS AND REMARKS	PLANN
B/0/45/72		25.5.72	Erection of one private house (B/0/13/70 refers) – ~~REF~~	RE
	BR 4626		New Entrance porch Alt to Soc Accom (All Saints parochial Church Council)	concerned by your 12.5.76 App. 7.9.76
04591			ALTERATIONS & ADDITIONS "	6.5.76 C/A
06840			Change of use of Church Hall to playgroup.	1.8.77 C/A No time limit
~~04591~~	BR 11656		ALTERATIONS + EXTENSION	28.8.77 28.8.77 APP
11501			STORE ROOM & COVERED WAY (CHURCH COUNCIL)	30.8.79 C/A
F/2002/5707			C. of V. Church hall to A1 Mr & Mrs Trotter Shop Use & 1st fl. storage	W I D W1
F/2002/8160			Mr. T. Lewis. C of V. - church hall to 1 dwelling with dormer extn.	