Tel: (0118) 974 6451 (Direct Line)
Fax: (0118) 974 6484
Date: 26 April, 2002
My ref: EV/F/2000/2844
Your 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) 974 6991
DX: 33506 – Wokingham

Mrs E Stephenson
Robert Stephenson Associates
Lombard House
West St.Helen Street
Abingdon
Oxfordshire
OX14 5BE

Dear Mrs Stephenson

RE: UNITED REFORM CHURCH, CHAPEL LANE, BASINGSTOKE ROAD, SHINFIELD
PLANNING APPLICATION F/2000/2844

I refer to your letters of the 10th April 2002 providing additional details of the proposed minor amendments to the above scheme, and apologise for the delay in replying. I confirm that the following alterations are considered to be minor amendments to the approved scheme and therefore, would not require a further planning permission.

Ground floor

- Internal layouts amended
- Unit 1 study window changed from 3-light to 2-light window
- Unit one study: existing steps replaced by balcony and handrail
- Unit 2 kitchen window raised and side glazing module to eaves split into two modules

First floor

- Internal layouts amended
- Glazed roof light added above kitchen
- Patent glazed rooflights added to lobby of unit 2

New build apartments

- Internal layouts amended

- Windows WG04 and 5 moved to align with dormer window WF05
- Window WG08 moved
- ED03 door raised to level of plinth and steps/railings added
- Doorway ED01, railings added

First floor

- Internal layout amended
- Relocation of windows WF01, 02 and 03

I can also confirm that the brick samples of Bloomsbury Warnham Red, Leicester Red and Birtly Commercial Red and the red clay Acme T140 tile are considered suitable to discharge condition 02 of planning consent F/2000/2844

I hope this information is of use to you. Should you have any further queries regarding this matter you should contact Elaine Vashi on the above number.

Yours sincerely



M L THORP

Principal Development Control Officer

HIGHFIELD
DEVELOPMENTS

PLANNING SERVICES | HP 55273
POL | TLS
DC KV | EHF
APP
CS
15 APR 2002
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FILE

Highfield Developments (south) Ltd.
17 Peppard Road
Sonning Common
Reading
RG4 9SS

Elaine Vashi
Wokingham Borough Council
P O Box 157
Shute End
Wokingham
RG40 1WR

11 April 2002

Dear Elaine

Re : United Reform Church, Chapel Lane, Spencers Wood

Further to our meeting on site yesterday, would you please write confirming that condition 2 of our planning application number F/2000/2844 is now satisfied.

Just to confirm the bricks are Bloomsbury Warnham Red, Leicester Red and Birtly commercial Red all made by Ibstock and the tiles are a red clay Acme T140.

I look forward to hearing from you.

Yours Sincerely

Matthew Moat

RSA
ROBERT STEPHENSON
ASSOCIATES
ARCHITECTS : PLANNERS
LANDSCAPE ARCHITECTS

Robert Stephenson Associates
Lombard House, West St. Helen St
Abingdon, Oxfordshire OX14 5BE

Telephone: **01235 537808**
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E-mail: RSA_ARCHITECTS@compuserve.com

7 March 2002

reply reqd

PLANNING SERVICES | HPT S4014
MLT
EV
08 MAR 2002
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FILE:

M L Thorp
Principal Development Control Manager
Wokingham District Council
P O Box 157
Shute End
Wokingham RG40 1WR

- Tiles
- Clay tile

Dear Mr Thorp

UNITED REFORM CHURCH, SPENCERS WOOD
Application No. F/2000/2844

Thank you for your letter dated 25 February 2002 and we note your approval of condition nos. 6, 11 and 14.

With regards the minor amendments to the approved drawings, we enclose further black and white copies of approved drawing nos. ES:874:P01^{B} (incorrectly noted as P01 on the approval notice), P02^{A}, P07, P10 and P12 together with the following drawings showing the revisions so that you can make a comparison between the two. For your further assistance we list below those amendments as detailed in our letter dated 11 September 2001.

1. **Conversion of existing United Reform Church**
   RSA Drawing Nos. ES-874-W10^{C}, W11^{D} and W16^{B}

   Ground Floor
   - Internal layouts amended.
   - Unit 1 Study window. Shown as 2-light existing window. Previously shown incorrectly as 3-light window.
   - Unit 1 study balcony and handrail. This replaces the existing steps, which were no longer useable. Building Control requirement for protection from falling.
   - Unit 2 kitchen. The windows have been slightly raised to accommodate internal positions for plug sockets. The side-glazing module to the eaves has been split into 2 modules for constructability.

   First Floor
   - Internal layouts amended.
   - Glazed rooflight added above kitchen. Due to internal re-planning. ?
   - Patent glazed rooflights added to unit 2 lobby due to internal re-planning.

2. New build apartments
RSA Drawing Nos. ES-874-W50[D], W51[A] and W53[A]

Ground Floor

- Internal layouts amended.
- WG04, 05 moved to align with dormer window WF05 above due to internal re-planning.
- WG08 moved due to internal re-planning.
- ED03 door raised to level of plinth and steps/ railings added. This is due to internal re-planning and requirement to achieve head heights on internal stairs.
- ED01. Railings added due to building control requirement.

First Floor

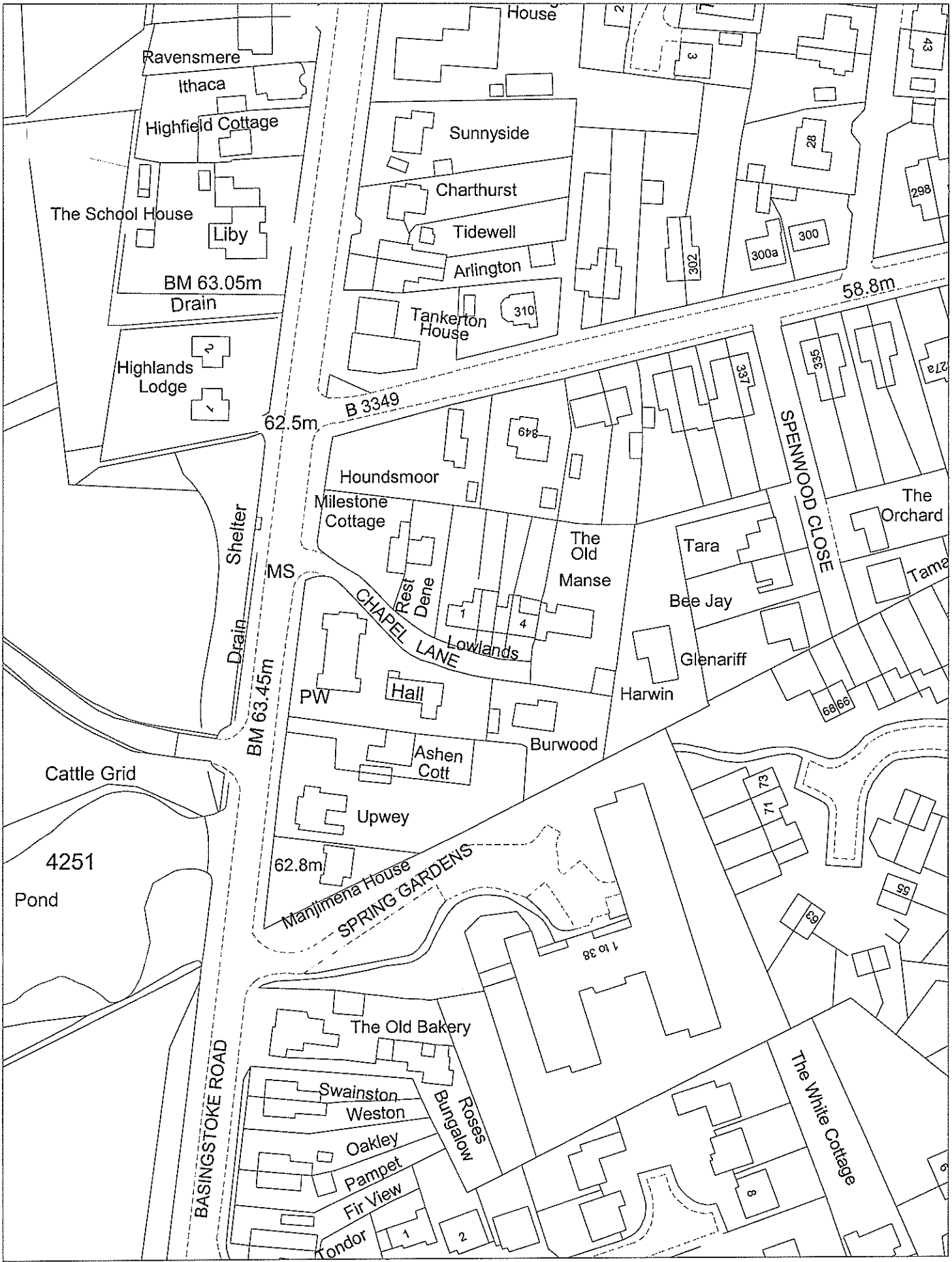
- Internal layouts amended.
- WF01, 02,03. Outlines shown on East and West elevations.

We trust that the above is self explanatory and that you will be able to confirm approval of these amendments at your earliest convenience. However, should you have any queries please do not hesitate to contact us.

Yours sincerely

Robert Stephenson
Enc.

cc. M Moat, Highfield Developments (South) Ltd



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Development Control Section, Environmental Services, Wokingham District Council.

26 April 2002

Scale: 1 : 1250

Reply Reg

PLANNING SERVICES	HPT 55/66
POL	TLS
DC MLT	
APS	
CS	
11 APR 2002	
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RSA
ROBERT STEPHENSON
ASSOCIATES
ARCHITECTS : PLANNERS
LANDSCAPE ARCHITECTS

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10 April 2002

M L Thorp
Principal Development Control Manager
Wokingham District Council
P O Box 157
Shute End
Wokingham RG40 1WR

EV

Dear Mr Thorp

UNITED REFORM CHURCH, SPENCERS WOOD
Application No. F/2000/2844

Further to our letter dated 7 March 2002 enclosing the additional drawings you requested, we are still awaiting your approval of the minor amendments shown to the approved plans. Since the first units will soon be coming to the market it is imperative that we receive that authentication without further delay.

Accordingly, I should be grateful if you would send your written confirmation of approval by the end of this week.

Yours sincerely

Robert Stephenson

Robert Stephenson

cc. M Moat, Highfield Developments (South) Ltd

Tel: (0118) 974 6451 (Direct Line)
Fax: (0118) 974 6484
Date: 25 February, 2002
My ref: EV/F/2000/2844
Your ref:

Environmental Services Department
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

Mrs E Stephenson
Robert Stephenson Associates
Lombard House
West St. Helen Street
Abingdon
Oxfordshire
OX14 5BE

Dear Mrs Stephenson

RE: UNITED REFORM CHURCH, CHAPEL LANE, BASINGSTOKE ROAD, SHINFIELD
PLANNING APPICATION F/2000/2844

I refer to your letters of 10th and 13th September and 1st November 2001, providing details of conditions to comply with the above planning consent and minor amendments to the scheme and apologise for the inordinate delay in replying due to pressures of work load.

The following letter deals with the outstanding conditions. However, in order for us to be able to confirm whether or not the changes you have proposed can be treated as minor amendments, we request that you mark up a plan showing the position of the original windows which you wish to change and their new positions for the sake of comparison, given the sensitive nature of this issue amongst local residents.

Outstanding conditions:

Condition 06

This condition deals with the slab level of the new building to the rear of the Church. Plan no. ES:874:L01 and ES-874-W01 are considered acceptable to discharge this condition.

Condition 11

This condition deals with landscaping on the site. Plan no. ES:874:L01 is considered acceptable and is hereby agreed.

Condition 14

This condition deals with means of enclosure to the site. Plan no.ES:874:L01 is considered acceptable and is hereby agreed.

I hope this information is of assistance to you. Should you wish to discuss this matter further please do not hesitate to contact Elaine Vashi on the above number.

Yours sincerely



M L THORP

Principal Development Control Officer

Tel: (0118) 974 6451 (Direct Line)
Fax: (0118) 974 6484
Date: 25 February, 2002
My ref: EV/F/2000/2844
Your ref:

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
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Mrs E Stephenson
Robert Stephenson Associates
Lombard House
West St. Helen Street
Abingdon
Oxfordshire
OX14 5BE

Dear Mrs Stephenson

RE: UNITED REFORM CHURCH, CHAPEL LANE, BASINGSTOKE ROAD, SHINFIELD
PLANNING APPICATION F/2000/2844

I refer to your letters of 10th and 13th September and 1st November 2001, providing details of conditions to comply with the above planning consent and minor amendments to the scheme and apologise for the inordinate delay in replying due to pressures of work load.

The following letter deals with the outstanding conditions. However, in order for us to be able to confirm whether or not the changes you have proposed can be treated as minor amendments, we request that you mark up a plan showing the position of the original windows which you wish to change and their new positions for the sake of comparison, given the sensitive nature of this issue amongst local residents.

Outstanding conditions:

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Condition 11

This condition deals with landscaping on the site. Plan no. ES:874:L01 is considered acceptable and is hereby agreed.

Condition 14

This condition deals with means of enclosure to the site. Plan no.ES:874:L01 is considered acceptable and is hereby agreed.

I hope this information is of assistance to you. Should you wish to discuss this matter further please do not hesitate to contact Elaine Vashi on the above number.

Yours sincerely

M L THORP

Principal Development Control Officer

Stage 1 CMPL00539

REPLY BY

5 MAR 2002

TW

PLANNING SERVICES | NO.
POL | TLS
DC | FOR
APP
CS | 53283

19 FEB 2002

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FILE:

RSA
ROBERT STEPHENSON
ASSOCIATES
ARCHITECTS : PLANNERS
LANDSCAPE ARCHITECTS

Robert Stephenson Associates
Lombard House, West St. Helen St
Abingdon, Oxfordshire OX14 5BE

Telephone: **01235 537808**
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E-mail: RSA_ARCHITECTS@compuserve.com

18 February 2002

J Mitchell
Development Control Manager
Wokingham District Council
P O Box 157
Shute End
Wokingham RG40 1WR

Dear Sir

UNITED REFORM CHURCH, SPENCERS WOOD
Application No. F/2000/2844

Unfortunately we find it necessary to write direct to yourself regarding the above planning application which was submitted to your Council on 17th November 2000.

After many months of liaison and negotiation with your department, planning permission was eventually forthcoming on 8 August 2001, nearly nine months after the application was submitted. Upon completion of our working drawings we requested some minor alterations to the approved scheme. Details of these revisions were forwarded to Mrs Vashi, the case officer, on 11th and 26th September 2001.

In addition, we wrote to Mrs Vashi on 31st October 2001 providing details relating to condition nos. 3, 6, 11 and 14 on behalf of our clients and informing her that all the other conditions were being dealt with directly by Highfield Developments (South) Ltd. We subsequently received an erroneous letter from Mr Ledger, your Enforcement Officer regarding the landscape condition no. 11, a mistake he has subsequently apologized for and then on 25th January 2002 received your standard letter regarding planning conditions from Mrs Vashi.

Our clients have had no alternative but to progress with the building works and yet, some five months later still awaiting responses from Mrs Vashi regarding the various e permission and the above planning conditions, despite our er, 17th October 2001 and 31 January 2002 requesting an early

This situation is obviously not at all acceptable and I am sure you will agree it falls well outside good practice guidelines with regards the appropriate handling of such planning matters.

Accordingly, we should be grateful if you would ensure that we receive the necessary confirmation that both the minor amendments and details provided regarding the above conditions are acceptable, without further delay.

Yours sincerely

Eunice Stephenson

Eunice Stephenson

cc. M Moat, Highfield Developments (South) Ltd

Tel: (0118) 974 6451 (Direct Line)
Fax: (0118) 974 6484
Date: 13 February, 2002
My ref: EV/F/2000/2844
Your ref:

WOKINGHAM UNITARY
Aiming for Excellence

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

Mrs E Stephenson
Robert Stephenson Associates
Lombard House
West St.Helen Street
Abingdon
Oxfordshire
OX14 5BE

Dear Mrs Stephenson

RE: UNITED REFORM CHURCH, CHAPEL LANE, BASINGSTOKE ROAD, SHINFIELD
PLANNING APPLICATION F/2000/2844

I refer to your letters of the 10th and 13th of September and 1st November 2001, providing details of conditions to comply with the above planning consent and minor amendments to the scheme, and apologise for the inordinate delay in replying.

Condition 06

This condition deals with the slab level of the new building to the rear of the Church. Plan no. ES:874:L01 and ES-874-W01 are considered acceptable to discharge this condition.

Condition 11

This condition deals with landscaping on the site. Plan no. ES:874:L01 is considered acceptable and is hereby agreed.

Condition 14

This condition deals with means of enclosure to the site. Plan no. ES:874:L01 is considered acceptable and is hereby agreed.

The following minor amendments to the proposed scheme are also considered to be acceptable:

Please send elevation

Conversion of United Reform Church

Ground floor

- Internal layouts amended
- Unit 1 study window changed from 3-light to 2-light window
- Unit one study: existing steps replaced by balcony and handrail
- Unit 2 kitchen window raised and side glazing module to eaves split into two modules

First floor

- Internal layouts amended
- Glazed roof light added above kitchen
- Patent glazed rooflights added to lobby of unit 2

New build apartments

- Internal layouts amended
- Windows WG04 and 5 moved to align with dormer window WF05
- Window WG08 moved
- ED03 door raised to level of plinth and steps/railings added
- Doorway ED01, railings added

Agreed

First floor

- Internal layout amended
- Insertion of windows WF01, 02 and 03

I hope this information is of use to you. Should you have any further queries regarding this matter you should contact Elaine Vashi on the above number.

Yours sincerely

M L THORP

Principal Development Control Officer

UNITED REFORM CHURCH

- conditions file missing!!

47552

ROBERT STEPHENSON
ASSOCIATES
ARCHITECTS : PLANNERS
LANDSCAPE ARCHITECTS

Robert Stephenson Associates
Lombard House, West St. Helen St
Abingdon, Oxfordshire OX14 5BE

Telephone: 01235 537808
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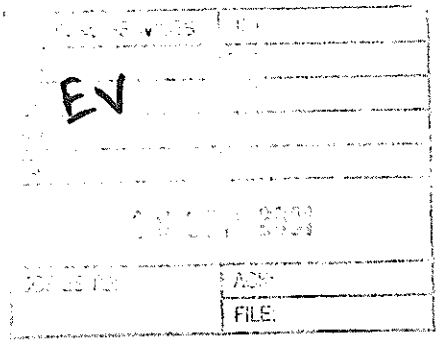

7 September 2001

Elaine Vashi
Wokingham District Council
Planning Services
P O Box 157
Shute End
Wokingham RG40 1WR

SLAB LOVEL CONDITION.

Dear Mrs Vashi

UNITED REFORM CHURCH, SPENCERS WOOD
Application No. F/2000/2844

Further to the granting of the above planning approval, please find enclosed drawing no. ES:874:W01C showing the floor level in the existing church and the slab level of the new building. Would you kindly confirm that Condition No. 6 of the approval has now been satisfied.

Yours sincerely

Eunice Stephenson

Enc.

Cc. Highfield Developments

RSA
ROBERT STEPHENSON
ASSOCIATES
ARCHITECTS : PLANNERS
LANDSCAPE ARCHITECTS

Robert Stephenson Associates
Lombard House, West St. Helen St
Abingdon, Oxfordshire OX14 5BE

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APP
01 NOV 2001

31 October 2001

Elaine Vashi
Wokingham District Council
Planning Services
P O Box 157
Shute End
Wokingham RG40 1WR

Dear Mrs Vashi

UNITED REFORM CHURCH, SPENCERS WOOD
Application No. F/2000/2844

Further to receipt of approval for the above planning application, we are writing with reference to the attached condition nos. 3, 6, 11 and 14. Please note that all the other conditions are being dealt with directly by our clients, Highfield Developments (South) Ltd.

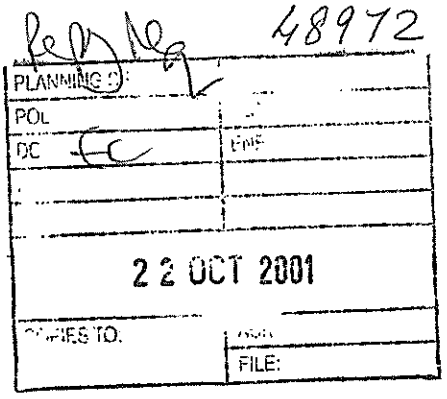
- **Condition No. 3** — No additional window openings in new building – noted.
- **Condition No. 6** — Slab levels of the new building are shown on the enclosed drawing no. ES:874:L01.
- **Condition No. 11** — Landscaping proposals are shown on the enclosed drawing no. ES:874:L01 and accompanying planting schedule.
- **Condition No. 14** — Means of enclosure to site are shown on the enclosed drawing no. ES:874:L01.

Would you kindly confirm that the above conditions have now been satisfied.

Yours sincerely

Eunice Stephenson
Enc.

cc. M Moat, Highfield Developments (South) Ltd



RSA
ROBERT STEPHENSON
ASSOCIATES
ARCHITECTS : PLANNERS
LANDSCAPE ARCHITECTS

Robert Stephenson Associates
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Abingdon, Oxfordshire OX14 5BE

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17 October 2001

Elaine Vashi
Wokingham District Council
Planning Services
P O Box 157
Shute End
Wokingham RG40 1WR

Dear Mrs Vashi

UNITED REFORM CHURCH, SPENCERS WOOD
Application No. F/2000/2844

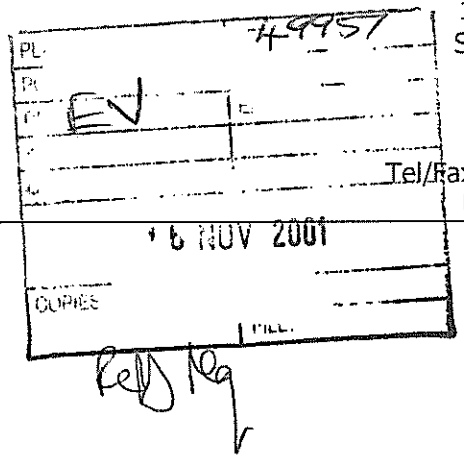
Following on from our letters of 11 and 26 September (incorrectly dated 11 Sept) we would be pleased to receive you confirmation that the revisions to the scheme are acceptable as minor amendments to the approved scheme.

The building contractors are progressing the works earnestly and you early approval would be appreciated.

Yours sincerely

Robert Stephenson

Highfield Developments (south) Ltd.
17 Peppard Road
Sonning Common
Reading
Berks
RG4 9SS
Tel/Fax: 0118 9723323
Mobile 077900 02943



Planning Dept
Wokingham District Council

Application Number: F/2000/2844

Ref: Planning conditions

Dear Sir
I understand that our architects Robert Stephenson Associates Contacted you ten weeks ago asking you to inspect and approve a sample brick wall at our Spencers Wood site. To the best of my knowledge this has not yet bean approved and I am therefore enclosing these brick samples with a view to satisfying condition 2. of the above planning application. Could you please let me know as a matter of urgency if these samples meet with your approval?
The mix we are proposing is 40% each of the two lighter bricks and 20% of the darker brick.
I look forward to hearing from you in the near future in the mean time if there is anything further you require please don't hesitate to contact me.

Yours sincerely

Matthew Moat

2. **New build apartments**
   RSA Drawing Nos. ES-874-W50B, W51A and W53A

   Ground Floor
   - Internal layouts amended.
   - WG04, 05 moved to align with dormer window WF05 above due to internal re-planning.
   - WG08 moved due to internal re-planning.
   - ED03 door raised to level of plinth and steps/ railings added. This is due to internal re-planning and requirement to achieve head heights on internal stairs.
   - ED01. Railings added due to building control requirement.

First Floor
- Internal layouts amended.
- WF01, 02,03. Outlines shown on East and West elevations.

I trust the revisions meet with your approval and can be treated as minor amendments to the approved scheme. If you require any further clarifications please call me to discuss.

Yours sincerely

Andrew Thomas
Robert Stephenson Associates

Enc.

Cc. Highfield Developments (letter only)

MINOR AMENDMENTS

ROBERT STEPHENSON
ASSOCIATES
ARCHITECTS : PLANNERS
LANDSCAPE ARCHITECTS

Robert Stephenson Associates
Lombard House, West St. Helen St
Abingdon, Oxfordshire OX14 5BE

Telephone: 01235 537808
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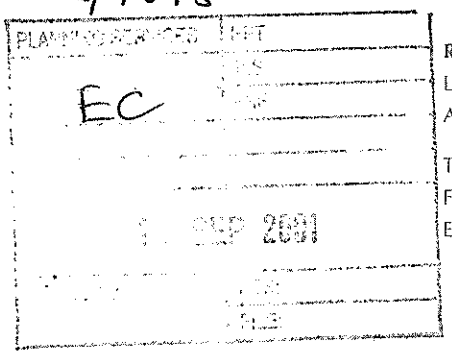
E-mail: RSA_ARCHITECTS@compuserve.com

11 September 2001

47698



Elaine Vashi
Wokingham District Council
Planning Services
P O Box 157
Shute End
Wokingham RG40 1WR

Dear Mrs Vashi

UNITED REFORM CHURCH, SPENCERS WOOD
Application No. F/2000/2844

Further to receipt of your Approval Notice dated 8 August 2001 for the above development, we are writing in connection with the following minor amendments to the scheme as illustrated on the attached drawings and as listed below:

1. **Conversion of existing United Reform Church**
   RSA Drawing Nos. ES-874-W10B, W11B and W16A

   Ground Floor
   - Internal layouts amended.
   - Unit 1 Study window. Shown as 2-light existing window. Previously shown incorrectly as 3-light window.
   - Unit 1 study balcony and handrail. This replaces the existing steps, which were no longer useable. Building Control requirement for protection from falling.
   - Unit 2 kitchen. The windows have been slightly raised to accommodate internal positions for plug sockets. The side-glazing module to the eaves has been split into 2 modules for constructability.

   First Floor
   - Internal layouts amended.
   - Glazed rooflight added above kitchen. Due to internal re-planning.
   - Patent glazed rooflights added to unit 2 lobby due to internal re-planning.

Cont/2.