

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	251420
Site Address:	25 Poundfield Way, Twyford, Wokingham, RG10 0XR
Expiry Date:	8 August 2025
Site Visit Date:	8 July 2002
Proposal: Householder application for the proposed conversion of existing garage with replacement of the garage door with new fenestration to the elevation, alongside the erection of a single storey rear extension with associated alterations to the rear fenestration.	

PLANNING CONSTRAINTS/STATUS

AWE: Special Case Zone
BGS Radon Affected Area
Groundwater Consultation Zone 3
Wargrave-Twyford Arable Chalk Lowlands
SSSI Impact Risk Zone
Scale and Location of Development Proposals – Major Development Location – Twyford
Mineral Safeguarding Area

PLANNING POLICY

National Policy	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG)
Core Strategy (CS)	CP1 – Sustainable Development CP3 – General Principles for Development
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC07 – Parking
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

PLANNING HISTORY

Application No.	Description	Decision & Date
011725	Proposed single storey rear extension to dwelling to form conservatory.	Approve 11/01/2002

CONSULTATION RESPONSES

Internal

WBC Highways – No objection

External

N/A

REPRESENTATIONS

Parish/Town Council	No objections raised
Ward Member(s)	No comments received
Neighbours	One comment in support

APPRAISAL

Site Description: The application site is a two-storey detached house with an integral garage, driveway parking, and a rear garden. It is located on the north-west side of Poundfield Way, within the designated major development area of Twyford.

Proposal: The application seeks planning permission for the conversion of the existing integral garage into habitable accommodation. This includes the removal of the existing garage door, which is proposed to be partially infilled with brickwork to match the existing dwelling, and the installation of new windows to facilitate the conversion.

In addition, the proposal involves the demolition of the existing conservatory and the construction of a single-storey rear extension. The proposed extension will project approximately 3.8 metres from the rear elevation and span approximately 6 metres in width, exceeding the footprint of the existing conservatory by approximately 0.5 metres in depth and 0.3 metres in width. The extension is designed with an eaves height of approximately 2.35 metres and a ridge height of approximately 3.9 metres.

Two rooflights are proposed within the roof slope of the extension, and the rear elevation will feature either bifold or sliding doors. Associated alterations to the rear elevation fenestration are also proposed to accommodate the extension.

Principle of Development: The National Planning Policy Framework has an underlying presumption in favour of sustainable development which is carried through to the local Development Plan. The Managing Development Delivery Local Plan Policy CC01 states that planning applications that accord with the policies in the Development Plan for Wokingham Borough will be approved without delay, unless material considerations indicate otherwise.

The site is located within settlement limits and as such the development should be acceptable providing that it complies with the principles stated in the Core Strategy. Policy CP3 of the Core Strategy states that development must be appropriate in terms of its scale of activity, mass, layout, built form, height, materials and character to the area in which it is located and must be of high-quality design without detriment to the amenities of adjoining land uses and occupiers.

Character of the Area: Core Strategy Policy CP3 supports development that is appropriately scaled and designed in terms of massing, layout, height, materials, and character, and which maintains a high standard of design without harming the amenity of neighbouring occupiers or open spaces. Policy CP1 requires proposals to preserve or enhance the quality of the environment. Additionally, Policy R23 of the Borough Design Guide (BDG, 2012) states that extensions and alterations should be well-designed, complement the original building, and respect the character of the surrounding area.

The site lies within the designated major development location of Twyford, in a residential cul-de-sac comprising a mix of detached and semi-detached dwellings of varied design but similar age. Most properties have driveway parking, with a mix of integral and standalone garages. Garage conversions are evident in the street, including the immediate northern neighbour.

The proposed garage conversion and rear extension would be in keeping with the established character of the area and not appear visually intrusive. The design and scale are considered appropriate, and the proposal would integrate well with the existing street scene. As such, the development is considered to comply with Policies CP1 and CP3 of the Core Strategy and Policy R23 of the Borough Design Guide.

Neighbouring Amenity: Core Strategy Policy CP3 states that development proposals should not result in a detriment to the amenities of adjoining land users including open spaces or occupiers and their quality of life. The Wokingham Borough Council Design Guide (BDG) provides some guidance on extensions which relate to protecting residential amenity. It states that following:

- Rear extensions should not project more than 4 meters from the main rear wall where they are close to a boundary.
- A gap should be retained between the building and site boundary, and this should be a minimum of 1m in width.

Overlooking: The proposed rear extension, despite the footprint being nominally larger would not result in a significant change to existing levels of overlooking. The conservatory to be demolished is glazed all around and has double doors on the side facing no.23. No windows or doors are proposed in the northern elevation, an improvement on the existing situation. In relation to the introduction of windows in the front elevation, these would not have a significant impact on existing levels of overlooking, given existing windows are situated on the front elevation of the property.

Loss of Light: The proposed development meets BRE guidelines for overshadowing. As a single-storey extension, it will not cause harmful overshadowing or lead to a significant loss of light for neighbouring properties. The shared boundaries to the north and south are marked by fences approximately 2 metres high, and the development will not result in any noticeable reduction of light to adjacent homes. The alternations to the front elevation would not impact existing light levels.

Overbearing: The proposed rear extension will project 3.8 metres from the main rear wall and is single storey. While slightly larger than the existing conservatory, its modest size, shape, and scale ensure it will not appear overbearing. A gap in excess of 1.5m is retained between the property and its immediate neighbours.

The plot is considered suitable for this level of development, and the extension remains proportionate to the dwelling and its surroundings. The alternations to the front elevation would not have an impact on the current nature of the front of the property.

Parking Provision: While the proposal would create an additional habitable room, it would not significantly affect the Council's parking standards. Although the garage is being converted, its internal dimensions do not meet the Council's minimum requirements for a parking space, so its loss is not considered to reduce parking provision.

The proposal includes two driveway parking spaces that comply with WBC standards, and as such, the application is acceptable in terms of parking provision.

Amenity Space: The proposal would result in a small reduction in the property's amenity space. However, the remaining garden would retain a roughly rectangular shape, receive sunlight for part of the day, and be suitable for typical garden activities as outlined in the Borough Design Guide. As such, the reduction is not considered to have a harmful impact on the living conditions of the occupiers.

Community Infrastructure Levy (CIL): When planning permission is granted for a development that is CIL liable, the Council will issue a liability notice as soon as practicable after the day on which the planning permission first permits development. Completing the assumption of liability notice is a statutory requirement to be completed for all CIL liable applications.

The Public Sector Equality Duty (Equality Act 2010): In determining this application the Council is required to have due regard to its obligations under the Equality Act 2010. The key equalities protected characteristics include age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief. There is no indication or evidence (including from consultation on the application) that persons with protected characteristics as identified by the Act have or will have different needs, experiences, issues and priorities in relation to this particular planning application and there would be no significant adverse impacts as a result of the development.

RECOMMENDATION	
Conditions agreed:	Not required
Recommendation:	Approve
Date:	4 August 2025
Earliest date for decision:	7 July 2025

Recommendation agreed by: (Authorised Officer)	<i>BJC</i>
Date:	06.08.25

PLANNING CONSTRAINTS/STATUS
Insert where relevant