

Date: 9 July 2026
Application: 261600



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

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Dear WBC Highways,

Householder Consultation

Application Number: 261600

Applicant: Mrs Lesley Leeks

Site Address: 13 Pensford Close, Crowthorne, Wokingham, RG45 6QR

Parish: Wokingham Without

Grid Reference: Easting - 483645, Northing - 165129

Type of Development: Other Householder

Proposal: Householder application for the proposed garage conversion to habitable space with 1.8m fence.

Case Officer: Claire Moore

Development Management has received the above application, and we require your comments on the proposal using the recommended memorandum below. The documents associated with this are available to view in NEC DM using the application number 261600. Alternatively, public documents are available to view on the Council's planning application search page: [Wokingham Borough Council Online Planning](#).

Please index your response into NEC DM against the application. If you are recommending conditions, you should give a reason with reference to relevant policies. A list of standard conditions can be requested from the case officer.

Your observations are required in respect of this application by **30 July 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP [SC]		
Service	WBC Highways	App No:	261600
Address:	13 Pensford Close, Crowthorne, Wokingham, RG45 6QR.		
Proposal:	Householder application for the proposed garage conversion to habitable space with 1.8m fence.		
Type of Development:	Other Householder		
Site Visit Made:	Yes/No		

Summary Of Recommendations

- ☐ No comment
- ☐ No objection
- ☐ No objection subject to conditions (and reasons) **stated below**
- ☒ Request further information before determination as **stated below**
- ☐ Objection due to the reason(s) **stated below**

Comments On Proposal

General

This application is for the proposed garage conversion to habitable space with 1.8m fence.

The proposed fence is set back from the carriageway, which will not have negative impacts to visibility splays.

Parking

As the existing floor plan of the main dwelling cannot be found from council nor online data, further information is required in relation to the number of habitable rooms within the dwelling to inform the number of parking spaces required.

WBC standards require 3 parking spaces for a dwelling with more than 7 habitable rooms. Subject to the total numbers of habitable rooms, the proposed garage conversion may require an additional parking space to the two parking spaces shown on the Block Plan provided. WBC standards require 2.5m x 5.0m parking space dimensions.

Whilst the title boundary is shown on the application plans, there appears to be shared use of the access with the adjacent property. Should a third parking space be required, the parking shall not obstruct the shared drive and free flow of traffic.

Cycle Parking

Although the proposed 1.8m high fence would remove the access to the existing garage, direct access to the rear garden would continue to be maintained via the existing side gate to the west of the dwelling, which is acceptable.

Conditions & Reasons (if required)

Date:	30/7/26	Signed:	JP [SC]
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