

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	251867
Site Address:	84 Hilmanton, Earley, Wokingham, RG6 4HN
Expiry Date:	6 October 2025
Site Visit Date:	05/09/2025
Proposal: Householder application for the proposed loft conversion, including installation of 3 No. roof-lights to the front elevation, and 2 No. roof lights to the rear elevation to form additional habitable space (Part Retrospective).	

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 CP6 – Managing Travel Demand CP7 – Biodiversity CP9 – Scale and Location of Development Proposals
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC03 – Green Infrastructure, Trees and Landscaping CC04 – Sustainable Design and Construction CC07 – Parking
Joint Minerals and Waste Plan (JMWP)	DM1 - Sustainable Development DM2 - Climate Change – Mitigation and Adaptation
Wokingham Borough Local Plan Update (LPU)	SS1 – Sustainable development principles SS3 – Development within or adjacent to major and modest settlements C2 – Mitigation of transport impacts and highway safety and design DH1 – Place making and quality design DH2 – Safeguarding amenity
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

PLANNING HISTORY

Application No.	Description	Decision & Date
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142904	Proposed part conversion of garage to habitable accommodation.	Approved, 30/10/2014
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CONSULTATION RESPONSES

Internal

WBC Enforcement – No comments received.
WBC Highways – No objections.

External

None consulted.

REPRESENTATIONS

Parish/Town Council	Earley Town Council – No objections.
Ward Member(s)	No comments received
Neighbours	No comments received

APPRAISAL

Site Description:

The application site relates to a two storey, link detached property located in an established residential area. The surrounding area is primarily characterised by link detached and detached properties that are similar in design and appearance.

This part retrospective planning application has been submitted in response to an enforcement investigation (ref: RFS/2025/090573) regarding the construction of a loft conversion, which included rooflights that did not benefit from permitted development rights and therefore required planning permission.

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:

The proposal seeks part-retrospective permission for the installation of three

rooflights to the front elevation and two rooflights to the rear elevation to facilitate additional habitable loft space.

The proposed roof lights are of appropriate design and scale, are suitably located and would not appear as incongruous features in their residential setting. As a result, the new roof lights would have an acceptable impact on the character of the area.

Neighbouring Amenity:

Overlooking:

Figure 4.25 in the Council Borough Design Guide SPD provides a summary of the Council's minimum privacy and amenity distances guidelines. However, the guidance also recognises that character and context are material to the approach in each case.

At present, the host property's first-floor rear windows are sited approximately 9.1 metres from the flank wall of No. 86 Hilmanton, resulting in an existing degree of overlooking into the neighbouring garden and patio area. The proposal would introduce two rear-facing velux rooflights, set approximately 10.9 metres from the neighbouring flank wall. Although this remains below the SPD's guideline, rooflights by their nature sit flush with the roof plane and offer more limited and oblique views than standard vertical windows. This significantly reduces the potential for direct overlooking into the garden space of No. 86 Hilmanton.

The nature of the loft room served by the proposed rooflights has not been specified; however, on the assumption that it would be a habitable space - where occupiers typically spend extended periods of time - the limited floor-to-ceiling height typical of loft conversions would result in increased opportunities for occupants to be close to the glazing and look out of the windows. For this reason, it is considered reasonable to condition the rear facing rooflights to be obscure glazed, thereby safeguarding the privacy and amenity of No. 86 Hilmanton.

With respect to the proposed front-facing roof windows, these would overlook the front driveway and the public realm. Given that they would maintain a separation of over 15 metres from the properties on the opposite side of the street, any potential overlooking or loss of privacy is considered minimal.

No neighbour objections have been raised with respect to the application.

Loss of Light and Overbearing:

Due to the modest nature of the proposals, there are no loss of light or overbearing concerns.

Highway Access and Parking Provision:

The proposal will result in an additional habitable room however this will not have a significant impact in respect of the councils parking standards. The existing level of parking will be retained and this is considered acceptable.

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 reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. 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:	Approval
Date:	1 October 2025
Earliest date for decision:	5 September 2025

Recommendation agreed by: (Authorised Officer)	<i>MC</i>
Date:	02.10.2025