

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	251999
Site Address:	5 Minster Grove, Wokingham, RG41 2AP
Expiry Date:	15 October 2025
Site Visit Date:	23/09/2025
Proposal: Householder application for the proposed conversion of the existing garage into habitable space, involving the insertion of matching fenestration to the front elevation, with associated internal alterations	

PLANNING POLICY

National Policy	National Planning Policy Framework (NPPF)
Core Strategy (CS)	CP1 – Sustainable Development CP3 – General Principles for Development CP6 – Managing Travel Demand CP9 – Scale and Location of Development Proposals
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC07 – Parking
Joint Minerals and Waste Plan (JMWP)	DM1 - Sustainable Development
Wokingham Borough Local Plan Update (LPU)	SS1 – Sustainable development principles
Other	National Planning Policy Guidance (NPPG) Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

PLANNING HISTORY

Application No.	Description	Decision & Date
170691	Application for a certificate of lawfulness for the proposed erection of single storey rear extension to dwelling.	Approved 28/04/2017

CONSULTATION RESPONSES

Internal

WBC Drainage- No comment recieved
WBC Highways- Request further information before determination
WBC CIL- No comment recieved

External

N/A

REPRESENTATIONS

Parish/Town Council	No comments received
Ward Member(s)	No comments received
Neighbours	No comments received

APPRAISAL

Site Description:

The application site is located in a small residential cul-de-sac, on Minister Grove within the major development location of Wokingham. The existing building is a large semi-detached property. This application seeks permission to convert the garage to create a kitchen and this will include replacing the garage door with a window.

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, in the major development location of Wokingham 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:

CP1 of the Core Strategy requires the proposed garage conversion to maintain or enhance the high quality of the environment.

CP3 of the Core Strategy requires the proposed garage conversion to be of an appropriate scale, mass, built form, height, materials and character to the area together with a high quality of design.

The proposed garage conversion is subservient to the existing built form as the materials used to construct the conversion will be made to match the rest of the main dwelling. These are identified on the application form to consist of Red London stick brick for the wall and White UPVC casement for the windows.

The proposed conversion includes changes of fenestration to the front elevation, this involves changing the existing garage door to windows. The insertion of a new window,

replacing the existing garage door would not cause harm on the character of the area or on any of the neighbouring properties.

It is also noted that no.7 Minster Grove has done a similar conversion, thus such conversions and alterations to front facing fenestration are a character feature of the area which the proposal would not harm. Therefore, there will be no detrimental harm to the character and appearance of the area.

Neighbouring Amenity:

CP3 says the proposed garage conversion should not have any detriment to the amenities of adjoining land users including open spaces or occupiers and their quality of life.

Overlooking:

The proposed garage conversion would not introduce any outlook across any neighbouring properties and therefore there are no concerns with regards to overlooking or any loss of privacy.

Loss of Light:

The proposed garage conversion would be wholly aligned with the neighbouring property garage (No.6 Minster Grove), therefore no concerns are raised with regards to loss of light.

Overbearing:

The proposed garage would be wholly aligned with the neighbouring property (No. 6 Minster Grove), as there is also no increase in height to the property and therefore no concerns are raised with regards to overbearing.

Highway Access and Parking Provision:

The Council's Highways Officer has commented on this application requesting further information prior to determination. The Highways Officer has identified that there will be a net loss of 0.5 parking spaces on the site, and that the existing two driveway parking spaces are being retained.

According to WBC Car Parking Standards, development of such scale in an urban location would require three parking spaces within the red line boundary. Given the size of the plot and the frontage of the site already being fully covered in hardstanding, there is an insufficient area to accommodate a third space. As such, consideration is given as to whether the proposals failure to comply with car parking standards would warrant the refusal of planning permission.

As mentioned in the Highways Report, the highways officer states *"The applicant proposes to increase the numbers of habitable rooms from 7 to 9."* However, this is incorrect, as the garage is being converted into a kitchen, the kitchen will have a double door installed as well as two solid walls creating a boundary between the dining room. This therefore means it is not open plan and is a separate room from the dining room. A kitchen is not qualified as a habitable room. There is a study being created however this will not generate a need for an additional parking spot. `

Officers note that the shortfall is minimal as only 0.5 parking spaces are being lost, and in combination with the existing two driveway parking spaces being retained, there is on-road parking within the wider estate without restriction. Thus, whilst a technical shortfall to the parking standards within the MDD Local Plan is present, it is deemed that on this occasion, the proposed level of parking will be acceptable to serve the dwelling given the only additional habitable room is a study which would not increase occupancy. Accordingly, it is not considered that the development would lead to unacceptable harm with regard to highway safety issues or congestion.

Amenity Space:

The proposed garage conversion would not adversely harm the usability of the site's rear amenity space for current and future occupiers. The rear amenity space remains BDG compliant.

Conclusion:

In conclusion, the proposed garage conversion would not detrimentally harm the character and appearance of the area and would not harm neighbouring amenity. It is compliant with CP1 and CP3 of the Core Strategy as well as the provisions of the Borough.

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:	2 October 2025
Earliest date for decision:	18 September 2025

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

PLANNING CONSTRAINTS/STATUS

Insert where relevant

Major Nuclear Sites Consultation Zone

Water Network Watercourse Consultation Zone

Great Crested Newt Impact Risk Zones

SSSI Impact Risk Zones

Potentially Contaminated Land Zones