

DELEGATED APPLICATION REPORT

Ward: Katesgrove

App Ref: PL/25/1605 Householder planning permission

Address: 8 GLEBE ROAD, READING, RG2 7AG

Proposal: Single-storey part side extension and side infill rear extension including conversion of garage into a habitable room and alterations to the fenestration.

Applicant: Mr Kashif Ahmed

Received date: 10/11/2025

Extended Target Decision date: 22/04/2026

Case Officer: Nathalie Weekes

1. SITE DESCRIPTION

The proposal site is a two storey 5 bedroom semi detached building of townscape merit, with an attached garage on the western side of Glebe Road. It is located within the Christchurch Conservation area. There are dwellings of varied styles on both sides of the road. It is in close proximity to the Grade II listed Christ Church building.



2. PROPOSAL AND SUPPORTING INFORMATION

The proposal comprises two single storey elements.

A single-storey part side extension is proposed to convert the existing garage into a separate self-contained C3 residential accommodation with a separate entrance, linked doorway to the main dwelling and exit to the rear containing a utility room with sink and separate ensuite. The converted garage, with parapet wall, is proposed to be ancillary accommodation for family requirements. The proposed enlargement of the garage will comprise an entrance door, half the width of the existing garage door with vertical brick soldier course detailing above and narrow sidelights with a velux window in the roof above the utility and ensuite. A rear door and window are proposed to the rear of the converted garage to allow access into the rear garden. The proposed internal area of the garage is approximately 19.1sqm, with a

habitable room measuring approx. 12.8 sqm. The existing depth of the garage is approx. 5m to be extended to 7.89m in depth. A side bay window is to be removed and replaced with a small window for an internal bedroom in the main house to enable the garage extension. The converted garage would not be connected into the main house.

In addition, a rear wrap around side infill rear extension with internal alterations is proposed with changes to the fenestration, to incorporate bifold rear doors into the garden and additional rooflights to provide an enlarged open-plan kitchen dining room.

External materials are proposed be similar in appearance to the existing property.

Existing elevations



D03 Existing front

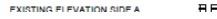


D03 Existing rear

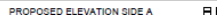
Proposed elevations



D05 Rev2 Proposed front and rear elevation



D04 Existing side



D06 Rev 2 Proposed Side elevation



01 Existing plans



02 Rev 2 Proposed plans



Floorplan of 8 Glebe Road,
<https://www.onthemarket.com/uk-house-prices/details/4546932c85aceee38ebab6618d719446/#/floorplans/1>

Glebe Road, Reading, Berkshire, RG2

Approximate Area = 2129 sq ft / 197.8 sq m

Limited Use Area(s) = 51 sq ft / 4.7 sq m

Garage = 132 sq ft / 12.3 sq m

Total = 2312 sq ft / 214.8 sq m

For identification only - Not to scale



Plans and documents submitted
Application form
Design, Access and Heritage Statement
Fire Safety Statement
~~D01 Floor Plan - Existing~~
~~D02 Proposed Floor Plans~~
D03 Existing front and rear elevations
D04 Existing Side elevations
~~D05 Proposed elevations~~
~~D06 Proposed Side elevations~~
D07 Proposed Section AA

~~D08 Proposed section BB~~

D09 Block plan of the site

D10 Location Plan

CIL

As submitted 10 November 2025

RBC letter regarding proposed works to trees dated 28 July 2025

Tree photos

As submitted 21 November 2025

Photo of rotten tree stump

~~001 Existing and proposed LAYOUTS~~

D01REV1 Existing plans

~~D02Rev1 Proposed plans~~

~~D05Rev1 Proposed elevations~~

~~D06Rev1 Proposed side elevations~~

08 Proposed Section BB

As submitted 4 February 2026

D02Rev2 Proposed plans

D05Rev2 Proposed elevations

D06Rev2 Proposed side elevations

As submitted 18 March 2026

Planning History

None

3. CONSULTATIONS

The following were consulted:

- RBC Conservation officer – Objection There is a loss of original element – bay window on the side elevation causing some harm to the character of the conservation area.
 - The proposed materials – matching with existing – are not high quality particularly for the garage conversion.
 - The proposed door to the garage would have more features than the main entrance of the dwellinghouse, hierarchy problems in terms of design. The design of the bathroom window on the front elevation of the garage is out of keeping. So, it would fail to enhance or preserve the character and appearance of the conservation area.
 - It is a culmination of all small details coming together and resulting in the use of poor design and materials.

The proposed development, due to the height and design, is considered to result in some harm to the character and appearance of the subject BTM and the Christchurch Conservation Area. There would be no impact on the setting of the listed church; the revisions have not created heritage benefits. As such, the proposed development would not fully meet the Policies EN1, EN3 and EN6 of the Reading Borough Local Plan. See Appendix A
- RBC Planning Natural Environment – It is clear that three trees have been lost as a result of the proposed development, however they have been removed as part of a separate tree application. As in Conservation Area loss of trees should be offset, request for small scale landscaping condition due to overall net loss of landscaping on site.
- RBC Transport – The loss of the garage will result in the loss of parking and therefore 2 parking spaces will need to be re provided and illustrated on plans.

The application states that the garage will be converted to provide ancillary accommodation, however it would appear that there is no direct access between the 2 which would indicate that this could be commercially let as a standalone 1 bedroom unit. In this case the unit would be require 1 parking space which will need to be independently accessible from the main dwelling. The Councils residential parking scheme also operates in the area and if this unit is to be commercially let the appropriate condition and informatives should be applied preventing the occupants applying for resident or visitor parking permits. Plans illustrating the proposed car parking layout and confirmation of intended use of the proposed garage conversion are required. Any adjustments to the existing vehicle crossing will require a license from the Highways team.

- Conservation Area Advisory Committee Consultations – No comments have been received at the time of writing this report.

The site notice was displayed at the site on 26/11/2025 for the required notice period.

No letters of representation have been received.

Communication with the agent

The case officer raised concerns relating to the proposed works relating to the scale of extension to convert the side garage, the appearance of the proposal within the Conservation area and the impact on setting of the main dwelling and the resultant impact on future occupants. The agent provided a response to the council, stating extenuating circumstances and providing amended plans, with a small reduction in height of the garage roof ridge, a link was created from the garage to the main dwelling , changes to fenestration and the internal layout were also proposed. An extension of time was agreed.

Equality Act 2010:

In determining this application the Council is required to have regard to its obligations under the Equality Act 2010. However, there is no indication or evidence (including from consultation on the application) that the protected groups identified by the Act have or will have different needs, experiences, issues and priorities in relation to this particular planning application. Therefore in terms of the key equalities protected characteristics it is considered there would be no significant adverse impacts as a result of the development.

4. LEGAL AND PLANNING POLICY CONTEXT

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that proposals be determined in accordance with the development plan unless material considerations indicate otherwise. Material considerations include relevant policies in the National Planning Policy framework (NPPF) - among them the 'presumption in favour of sustainable development'.

The current version of the Local Plan (adopted in November 2019) turned five years old on Tuesday 5th November 2024. The Local Plan was reviewed in March 2023 and around half of the policies in the plan are considered still up to date. However, the rest need to be considered for updating to reflect changing circumstances and national policy. A consultation version of the draft updated version of the Local Plan was published on 6th November 2024 and a submission version submitted in May 2025. A pre-submission draft was submitted to the Secretary of State on the 9th of May 2025 and is currently at examination.

Although there is a five-year period for carrying out a review of a plan after it is adopted, nothing in the NPPF or elsewhere says that policies automatically become “out of date” when they are five years old. It is a matter of planning judgement rather than legal fact whether a plan or policies within it are out-of-date. This will depend on whether they have been overtaken by things that have happened since the plan was adopted, either on the ground or through changes in national policy, for example.

Officer advice in respect of the Local Plan policies pertinent to this application listed above is that they remain in accordance with national policy and that the objectives of those policies remain very similar in the draft updated Local Plan. Therefore, they can continue to be afforded weight in the advice given below and are not considered to be 'out of date'. Policy CC7 reiterates that all development must be of high quality design, to maintain and enhance physical character and context.

Section 72 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires the local planning authority in the exercise of its functions to pay special attention to the desirability of preserving or enhancing the character or appearance of a conservation area.

The following local and national planning policy and guidance is relevant to this application:

National Policy

National Planning Policy Framework (NPPF) December 2024 (as amended)
National Planning Practice Guidance

Reading Borough Local Plan (2019)

CC1 (Presumption in favour of Sustainable Development)
CC2 (Sustainable design and Construction)
CC3 (Adaption to Climate change)
CC6 (Accessibility and the Intensity of Development)
CC7 (Design and the Public Realm)
CC8 (Safeguarding Amenity)
EN1 (Protection and Enhancement of the Historic Environment)
EN3 (Enhancement of Conservation areas)
EN6 (New development in a Historic context)
H9 (House Extensions and Ancillary Accommodation)
EN12 (Biodiversity and the Green Network)
EN14 (Trees, hedges and Woodland)
TR3 (Access, Traffic and Highway-related Matters)
TR5 (Car, Cycle Parking and Electric Vehicle Charging)

SPD

Design Guide to House Extensions SPD (2021)
Christchurch Conservation Area Appraisal (2010)

5. APPRAISAL

Principle of development

In principle, there is no objection to the integration of the side garage into habitable use as part of the main dwelling, the plans submitted show the converted garage to be linked to the main dwelling with its own ensuite bathroom and independent access. The garage conversion appears to be functionally linked to the main house.

Evidence was submitted citing extenuating family circumstances in support of the changes being required and proposed floor layouts. Material considerations will be considered to determine whether the benefits for the applicant of the proposed development outweigh any resultant harm when assessed against the Reading Local Plan 2029, local SPD and policies in the NPPF.

Character and Appearance within Christchurch Conservation area

Policy H9 states that an extension to a house will be acceptable where it respects the character of the house in terms of scale, location, materials and design and respects the character and pattern of neighbouring properties and the street as a whole in terms of scale, location, materials and design, and

any important existing building line. Policy CC7 also sets out relevant considerations for design, architectural details, adaptability, accessibility and diversity. Developments should also '*respond positively to their local context*'

Policy EN3 '*Enhancement of conservation areas*' of the Reading Borough Local Plan requires that development proposals within Conservation Areas contribute positively to local character and distinctiveness. This policy states, "*Development proposals within Conservation Areas must make a positive contribution to local character and distinctiveness. Positive consideration will be given to proposals which take opportunities to enhance the character of conservation areas.*"

The Christchurch Conservation area appraisal states that *2-14 Glebe Road (should also be added, as these had equal, if not greater architectural and visual merit.)* and that *'6-8 Glebe Road are slightly later houses showing some influence of the "Arts and Crafts" style.'* Glebe road is described in the conservation area appraisal *'The houses in these streets date from the 1890s and comprise larger semidetached and detached houses. Each detached house or pair of semi-detached houses is different in their detailing, with extensive use made of decorative mouldings and patterned brickwork. The main colour here is grey, with cream and red brick detailing. Other interesting features include: large bay windows; red ridge tiles and finials to front gables; and some stained glass. These properties also have distinctive red clay roofs.'*

The RBC Conservation officer has raised concerns that the change in appearance to the front of the garage and the loss of the side bay window will have a detrimental impact on setting and character of the main dwelling with the creation of a secondary entrance, drawing the focus away from the original dwelling.

Nevertheless the dwelling is set back from the main road with a front driveway.

Materials are proposed to be similar in appearance to the original house, however the use of UPVC in a conservation area would have a harmful impact on the appearance of building within the Conservation area. A lack of materials specifications have been provided, and a condition for all materials to be agreed is required.

The agent has proposed a condition to restrict the stand alone garage conversion to be used as ancillary accommodation by the family and not to be sold, let or occupied by an unknown person.

The loss of the side bay window will result in a loss of architectural details and original element and feature within the Conservation area. The change to the front of the garage entrance will result in the removal of one half door and the replacement of a single door and obscured window. However the rear single storey extension is considered an acceptable addition in terms of design and scale, subject to the approval of materials. The RBC Conservation officer suggests *'the use of stretcher bond, not Flemish bond, for the extensions so that the modern addition could be noticed.'* There would be no impact on the setting of the listed church.

In summary, although the changes to the front elevation will result in a change in appearance within the Christchurch Conservation Area, the house is set back from the road and the rear single storey extension is considered acceptable. When considered overall, the proposed development, due to the extenuating circumstances provided for the garage conversion, in this instance, the design is considered acceptable for the Building of Townscape Merit located within the Christchurch Conservation Area. A connection is retained to the main house. As such, the proposed development would comply with Policies CC7 of the Reading Borough Local Plan.

Residential Amenity

Policy H9 states that an extension will be acceptable where it does not result in an overbearing impact on neighbours and that *'ancillary accommodation, such as granny annexes, will be acceptable where it would not be capable of operating as a separate dwelling which could be let or sold separately'*. Policy H10 seeks to ensure that the amenity of gardens and other outdoor areas are not compromised. Policy CC8 states an extension to a house will be acceptable where it will not cause a significant detrimental impact to the living environment of existing or new residential properties.

Although the proposal increases the footprint of the dwelling, it is not considered to be overbearing to neighbouring properties and is not considered to result in any overlooking of neighbouring properties.

Due to the size of the existing rear garden, an acceptable amount of rear garden amenity will be retained.

Windows are proposed in the rear of the converted garage and a larger window is proposed for the middle bedroom/ living room to provide daylight and sunlight into living areas.

Policy H9 states that *ancillary accommodation, such as granny annexes, will be acceptable where it would not be capable of operating as a separate dwelling which could be let or sold separately*. A condition is recommended for the use of the converted garage to not be occupied at any time other than for purposes ancillary to the residential use of the main dwelling known as 8 Glebe Road and to not be sold or let separately. The proposal complies with policies CC8 and H9 of the Reading Borough Local Plan.

Equality

The case officer has considered the application with particular reference and due regard to Public Sector Equality Duty (PSED) contained in section 149 of the Equality Act 2010, which replaced the Disability Discrimination Act 1995 and paragraph 215 of the NPPF (December 2024 as amended) in making an on balance decision. The case officer has considered the scope and rights afforded by the PSED and the HRA 1998.

Trees

Policy EN12 states that *'development should not result in a net loss of biodiversity and geodiversity, and should provide a net gain for biodiversity wherever possible'*

The proposed development results in a loss of garden vegetation. A small landscaping scheme is recommended to provide a small scale hard and soft landscaping scheme. It applicant is encouraged to plant additional trees on site due to works to remove existing trees that were rotten and in need of replacement in advance of the proposed development.

Parking

Parking provision should be provided, the front drive has sufficient space for 2 cars to park in accordance with Reading Parking standards SPD. Use of the annex is to be conditioned so that it restricted to be sold or let separately. Additional demand for parking would be managed by Reading Borough Council under the controlled parking zone in the vicinity of 8 Glebe Road.

Sustainability

Policy CC3 states that *'All developments will demonstrate how they have been designed to incorporate measures to adapt to climate change.'*

Works are recommended to provide sustainable design and construction to include recycling greywater and rainwater harvesting systems where systems are energy and cost effective.

6. CONCLUSION

An on balance recommendation has been made on consideration of all material considerations, whether it can be justified that it is in the public interest and is able to outweigh other legitimate concerns relating to the impact of development on the Christchurch conservation area and protecting the character and appearance of the original dwelling.

The design of the front of the garage conversion and proposed rear extension are on balance considered acceptable notwithstanding the loss of the side bay window, that would not be visible within the public realm. A materials condition is recommended to ensure that proposed materials will be in keeping with the Christchurch conservation area and a small hard and soft landscaping condition is recommended to ensure that the front and rear gardens will not result in a net loss due to the development works proposed.

In addition, the converted garage would have a internal connection and dependency on the main house as it is only proposed to contain an ensuite. Policy H9 states that 'ancillary accommodation, such as granny annexes, will be acceptable where it would not be capable of operating as a separate dwelling which could be let or sold separately'. The complies with polices CC7, CC8, H9 and EN3 of the Reading Borough Local Plan.

The proposed development has been assessed as set out above and is considered to be acceptable for the reasons mentioned above.

7. RECOMMENDATION: Approve

Conditions

Time limit

Materials

Approved Plans

Ancillary use

Landscaping

Sustainability

Informatives

Terms

Building regulations

Construction

P&P

Parking permits

TPO in Conservation area

Vehicle crossing

Appendix A

Conservation officer feedback

Address: 8 GLEBE ROAD, READING, RG2 7AG

Proposal: Single-storey part side extension and side infill rear extension including conversion of garage into a habitable room and alterations to the fenestration.

Summary

Objection – The proposed development, due to the height and design, is considered to result in some harm to the character and appearance of the subject BTM and the Christchurch Conservation Area. There would be no impact on the setting of the listed church; however, some revisions are required for creating heritage benefits. As such, the proposed development would not fully meet the Policies EN1, EN3 and EN6 of the Reading Borough Local Plan. I leave the final decision to the planning officer.

Relevant policies and legislation

From the point of view of the historic environment, the main statutory tests are set out within the Planning (Listed Buildings and Conservation Areas) Act 1990. Section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires the Council to pay **special attention** to the desirability of preserving or enhancing the character and appearance of designated Conservation Areas.

Section 66 of the Act also requires that **special regard** be given to the desirability of preserving listed buildings, their settings or any features of special architectural or historic interest which they possess.

National Planning Policy and Guidance

The NPPF outlines government policy, including its policy in respect of the historic environment.

Chapter 16 of the NPPF (2024) 'Conserving and enhancing the historic environment' sets out the Government's high-level policies concerning heritage and sustainable development.

Paragraph 207 states, *"In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting."* And Paragraph 208 says, *"Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset's conservation and any aspect of the proposal."*

Paragraph 212 of the NPPF requires that *'when considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation....'* And **paragraph 213** says, *'any harm to, or loss of, the significance of a designated heritage asset (from its alteration or destruction, or from development within its setting) should require clear and convincing justification'.*

Paragraph 215 requires that *'where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal...'*

National Planning Practice Guidance on Historic Environment provides context to the NPPF.

Local Planning Policy and Guidance

Policy EN1 'Protection and enhancement of the historic environment' of the Reading Borough Local Plan sets out the Council's aspirations for the historic environment. The policy requires that all proposals to protect and, where possible, enhance the significance of heritage assets and *their settings*, historic character and local distinctiveness of the area in which they are located. It echoes the NPPF by stating, *"Proposals should seek to avoid harm in the first instance. Any harm to or loss of a heritage asset should require clear and convincing justification, usually in the form of public benefits"*.

Policy EN3 'Enhancement of conservation areas' of the Reading Borough Local Plan requires that development proposals within Conservation Areas contribute positively to local character and distinctiveness. This policy states, *"Development proposals within Conservation Areas **must make a positive contribution to local character and distinctiveness**. Positive consideration will be given to proposals which take opportunities to enhance the character of conservation areas."*

Policy EN6 'New development in a historic context' also requires *"New development will make a contribution to the historic character of the area by respecting and enhancing its architectural and visual qualities and considering how heritage considerations can influence the design of new development. When determining planning applications for new development, the following factors will be taken into consideration:*

- a. The positive contribution of the development to the existing historic townscape (scale, height, mass, proportion, plot size, street form, materials, significant vistas and views, and open space);***
- b. Sensitivity to historic context;***
- c. Reflection of borough-wide major heritage themes that contribute to local distinctiveness (e.g. patterned brickwork or former worker terraced housing);*
- d. Whether development promotes and/or improves access to previously undiscovered or neglected historic significance."*

Christchurch Conservation Area Appraisal is also a material consideration in determining applications for development.

Other Guidance

Historic England Advice Note 2 – Making changes to Heritage Assets illustrates the application of policies set out in the NPPF in determining applications for Planning Permission and Listed Building Consent.

English Heritage's "Conservation Principles" provides policy and guidance for the "sustainable management of the historic environment".

Relevant heritage assets

The application relates to a late Victorian semidetached dwellinghouse at 8 Glebe Road, a building of townscape merit located within the setting of Grade II* listed Christ Church and the Christchurch Conservation Area.

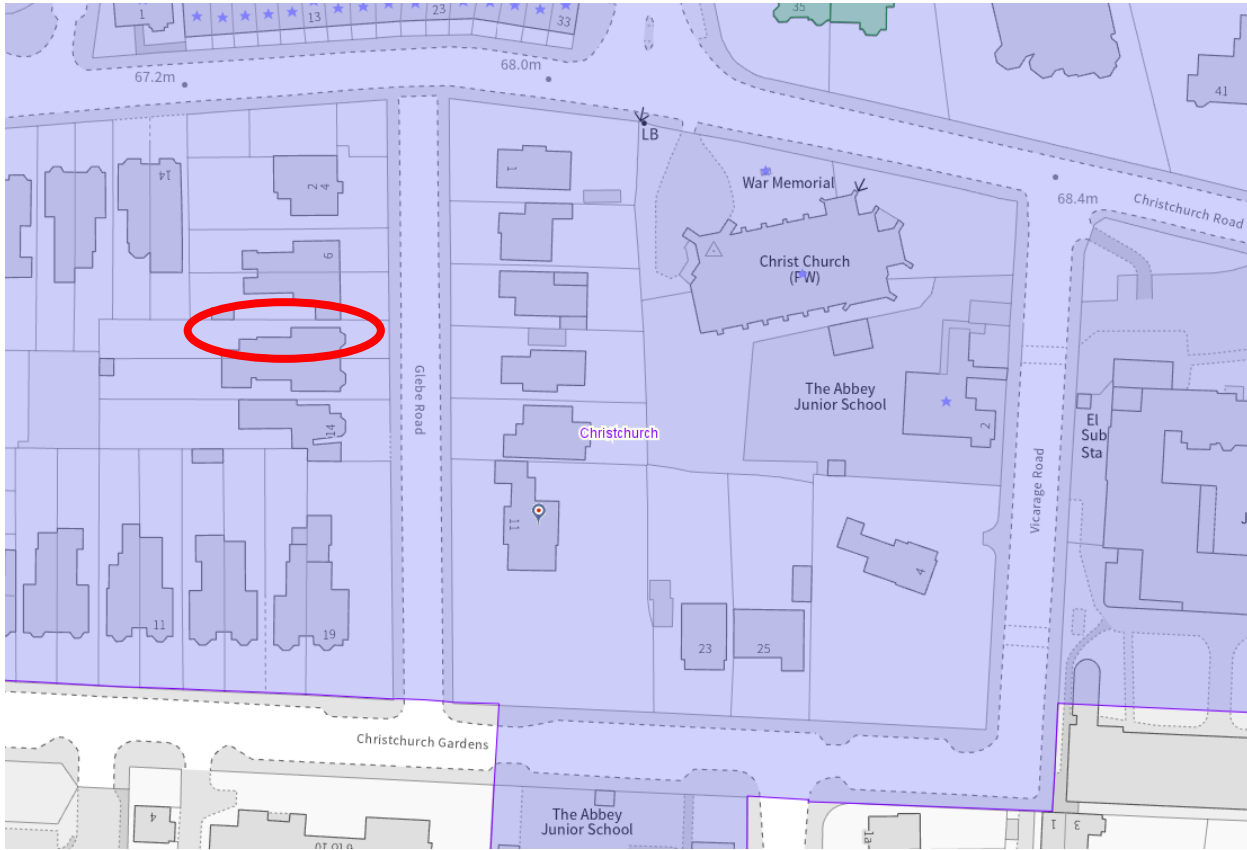
Significance of heritage assets

The NPPF defines significance as the *"value of a heritage asset to this and future generations because of its heritage interest."*

The interest may be architectural or historic, as set out in the Town and Country Planning (Listed Building and Conservation Areas) Act 1990 Section 1.

"Significance derives not only from a heritage asset's physical presence, but also from its setting." (NPPF, 2023)

Historic England assesses significance in a similar manner, referring to evidential, historic, aesthetic and communal values of a place.



The Application Site (red circled) within the Christchurch Conservation Area (light purple)

The subject building constitutes some of the distinctive features of mid-sized houses from the 1890s and 1900s, different from earlier Victorian architecture, such as a continuous roof over the bay and the entrance door, an outward-facing gable, and a prominent chimney. Its polychrome brickwork is a defining characteristic of the Reading style.

Located within the Character Area 5 – The Victorian Villas, the conservation area appraisal states, “The rows of 1890s and early twentieth century villas have classic bright polychrome Reading brickwork and detailing.” In relation to the negative features and issues, ‘loss of original architectural features and detail’ should be noted.



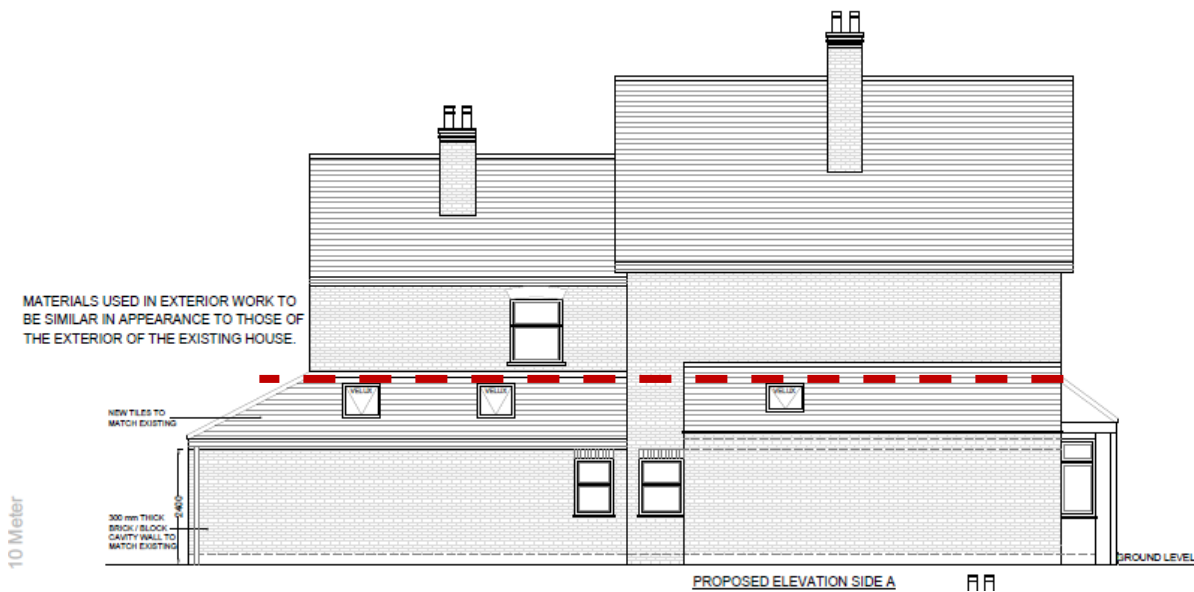
View of the application site and subject building at 8 Glebe Road

Impact of proposal upon heritage asset(s)

The existing building appears to have been constructed in the early 20th century, with an attached garage added in the 1960s, which is in appropriate scale or appearance. Although the semi-detached pair of buildings does not have any side extensions, the garage has a very slight impact on the symmetrical design of the buildings.

I have no objection to the proposed extensions; however, I think some revisions are required as explained below:

- The proposed alterations to the garage are acceptable in principle. The proposed roof form would not detract from the character of the conservation area or the architecture of the host building. However, the ridge level of the roof would be higher than the porch, resulting in some imbalance. As such, I suggest the revision of the ridge height.
- The proposal would remove the bay window on the side elevation of the building, resulting in the loss of an original element, causing some harm. This could be acceptable given the position of the bay window and its visibility; however, the character of the building and conservation area would be impacted. As such, I would like to see some heritage benefits of the proposed scheme. I do not think the benefits are clear, I cannot read anything about them in the submitted statement.



The original building lines should be respected, such as the ridge height of the bay window and porch to the front

- I assume the proposed 'alterations to fenestration' are only for the new extensions and the conversion of the garage. I noted that there are unsympathetic uPVC windows on the front elevation of the building. Compared with its semi-detached pair, the details of the uPVC windows are not suitable for the conservation area. Therefore, this application could be an opportunity for some heritage benefit from replacement front elevation windows by use of timber, copying the design of the original ones at No . 6. I would also suggest the use of stretcher bond, not Flemish bond, for the extensions so that the modern addition could be noticed.

To conclude, the proposed development, due to the height and design, is considered to result in some harm to the character and appearance of the subject BTM and the Christchurch Conservation Area. There would be no impact on the setting of the listed church; however, some revisions are required for creating heritage benefits. As such, the proposed development would not fully meet the Policies EN1, EN3 and EN6 of the Reading Borough Local Plan. I leave the final decision to the planning officer.

Feedback from Conservation Officer following submission of revised plans and additional information:

I still object as there is still no heritage benefit at all.

To summarise,

- There is a loss of original element – bay window on the side elevation causing some harm to the character of the conservation area.
- The proposed materials – matching with existing – are not high quality.
- The proposed door to the garage would have more features than the main entrance of the dwellinghouse, hierarchy problems in terms of design The obscure glazed bathroom window on the front of the converted garage will look out of keeping. So, it would fail to enhance or preserve the character and appearance of the conservation area.
- It is all small details coming together and resulting in the use of poor design and materials.



The proposed development would fail to meet Policies EN1, EN3 and EN6 of the Reading Borough Local Plan (2019), which aims to conserve or enhance the character and appearance of the conservation area and supports positive contribution of the development to through scale, height, mass, proportion, plot size, street form and materials. It is considered that there is not sufficient public benefit, including heritage benefit, to outweigh this harm to the significance of the heritage asset, contrary to Paragraph 215 of the NPPF (2024).