

DELEGATED APPLICATION REPORT

Ward: Katesgrove Ward

App Ref: PL/26/0496 Full planning permission

Address: 84 BASINGSTOKE ROAD, READING, RG2 0EL

Proposal: Conversion of 6-bedroom dwellinghouse (C3) to 2x flats (1no. 3-bed, 1 nos. 2-bed) (amended description)

Applicant: Mr Velkumaran Vadivel

Received date: 13/04/2026

Target Decision date: 23/07/2026 (agreed extension of time)

Case Officer: Marcelina Rejwarska

1. SITE DESCRIPTION

The application site is a two-storey mid-terrace property on the west side of Basingstoke Road. The property is a 6-bedroom single-family dwelling which has been vacant since September 2020. The terrace has an attractive and uniform appearance, and large rear gardens. At the rear, the application site has existing extensions and a dormer, typical of the terrace which demonstrates various alterations and extensions to the rear facades. The surrounding area is predominately residential and is located within an Article 4 Direction area preventing the change of use from use class C3 to class C4 under permitted development rights. The site is also located in the Air Quality Management Area.



Front elevation. Image taken by case officer.

2. PROPOSAL AND SUPPORTING INFORMATION

Full planning permission is sought for the conversion of the existing vacant 6-bedroom dwellinghouse (use class C3) to 2x flats (1no. 3-bed, 1 nos. 2-bed).

Measurements: Ground floor flat

Gross internal area = 94m²

Bedroom 1 = 15.3m²

Bedroom 2 = 8.1m²

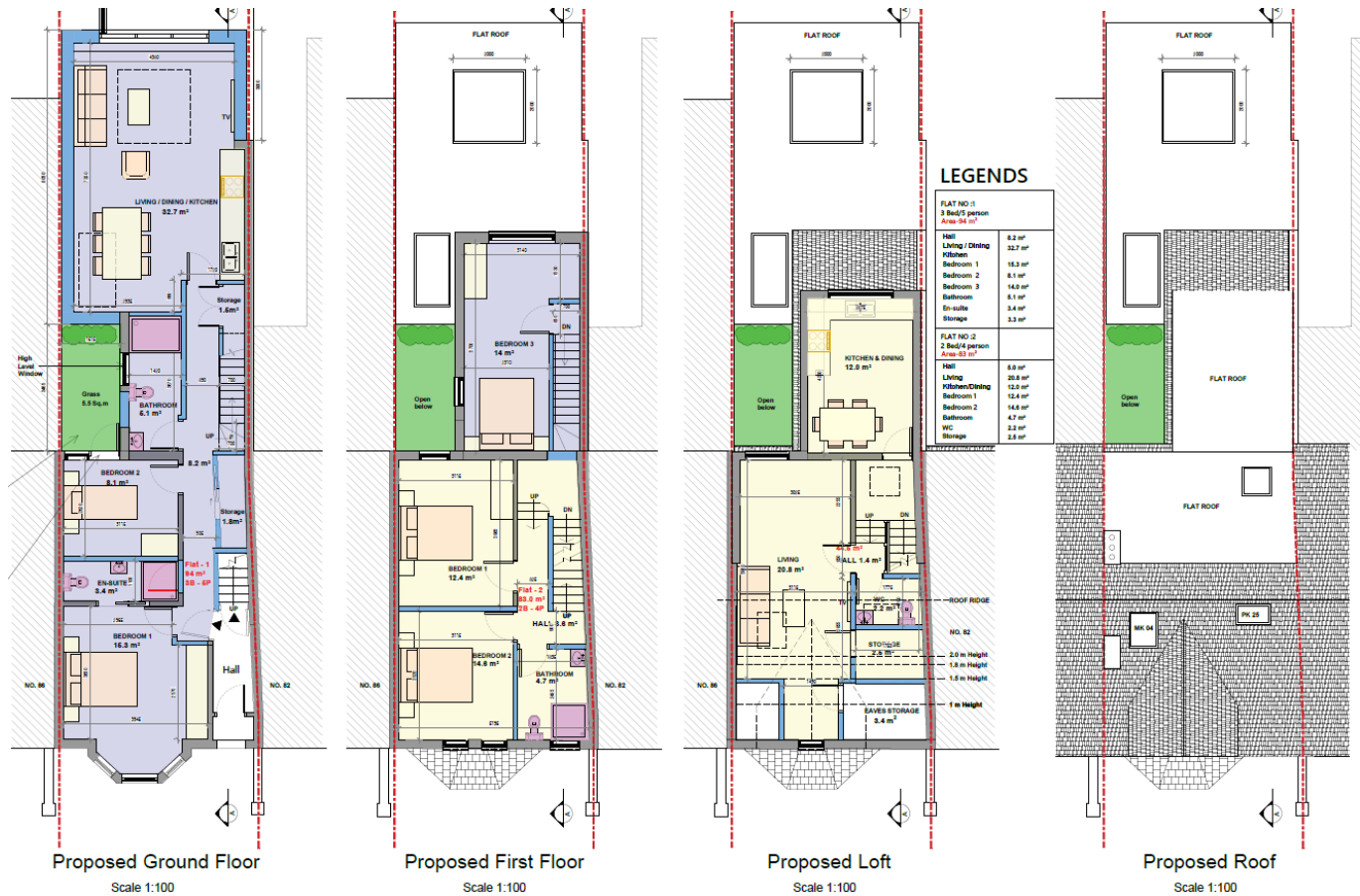
Bedroom 3 = 14m²

Measurements: Upper floor flat

Gross internal area = 83m²

Bedroom 1 = 12.4m²

Bedroom 2 = 14.6m²



2.1. Information submitted:

Planning Statement

Received 6 May 2026

03072026-L-01 Location Plan

03072026-E-01 Existing Plans

03072026-E-02 Existing Elevations

03072026-E-03 Existing Section

Received 13 April 2026

Daylight and Sunlight Report by Daylight Surveys Ltd

03072026-P-02 Rev B Proposed Elevations

03072026-P-01 Rev B Proposed Floor Plans

Received 8 July 2026

03072026-B-01 Rev B Proposed Block Plan

Received 21 July 2026

3. RELEVANT PLANNING HISTORY

- PL/18/1355 - Two flat roof rear box dormers. Application permitted.
- PL/18/1360 - Rear extensions measuring 5.98m & 5.73m (extra 3m) in depth, with a maximum height of 3.05m & 3.15m, and 2.95m & 2.47m in height to eaves level. Notification of the

construction of an extension under class A Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015. Application refused.

- PL/18/2142 - Rear extensions measuring 5.985m & 4.73 in depth, with a maximum height of 3.05m & 3.15m and 2.95m & 2.475m in height to eaves level. Notification of the construction of an extension under Class A Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015. Prior Approval Not Required.

4. CONSULTATIONS

The following were consulted:

- RBC Transport Development Control – No objections subject to conditions.

Site notices were also erected on Basingstoke Road and Clent Road on 28 May 2026 in the public interest. No letters of representation were received.

5. 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'. However, the NPPF does not change the statutory status of the development plan as the starting point for decision making (NPPF paragraph 12).

National Policy and Guidance

National Planning Policy Framework December 2024

National Planning Practice Guidance (2014 as amended)

Reading Borough Local Plan (2019)

Policy CC1 – Presumption in Favour of Sustainable Development

Policy CC5 – Waste Minimisation and Storage

Policy CC7 – Design and the Public Realm

Policy CC8 – Safeguarding Amenity

Policy H1 – Provision of Housing

Policy H2 – Density and Mix

Policy H3 – Affordable Housing

Policy H8 – Residential Conversions

Policy H10 – Private and Communal Outdoor Space

Policy TR5 – Car and Cycle Parking and Electric Vehicle Charging

Other documents

Affordable Housing SPD 2021

Revised Parking Standards and Design SPD 2011

Planning Obligations under Section 106 SPD 2015

Local Plan Update

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. The submission draft of the Local Plan Partial Update was submitted to the Secretary of State on 9th May 2025 and examined earlier this year. At the time of writing, the examination-in-public of the partial update to the local plan is in the process of taking place. Stage 1 hearings were held virtually on 11th and 12th November 2025. Stage 2 hearings took place in February 2026.

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 these applications listed above is that, other than Policy H1 (Provision of Housing) 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 determination of this planning application and are not considered to be ‘out of date’. Policy H1 is out of date because the Council is not currently meeting its annual housing targets for general housing as calculated using the standard method in National Planning Practice Guidance (NPPG) (as required now Policy H1 is out of date) or for the provision of Affordable Housing.

6. APPRAISAL

Land use matters

Policy H7 states that “planning permission will not be granted for any loss of residential accommodation or land unless there are exceptional circumstances. Planning permission will not be granted for a net loss in the number of residential units or gross floor area.” This is particularly important for family-sized dwellings.

Policy H8 also applies and sets out the following requirements:

Proposals to convert properties into self-contained flats or for multiple occupation will only be acceptable where:

- *The proposal respects the physical character of the area in terms of scale, location, materials and design, the arrangement of doors, windows and other principal architectural features;*
- *The proposal would not, either individually or cumulatively, unduly dilute or harm an existing mixed and sustainable community through the significant loss of single family housing;*
- *There are no unacceptable adverse impacts to residents of the scheme or surrounding properties arising from noise and disturbance in terms of the number and layout of units proposed and the proximity to other properties;*
- *There is no inappropriate stacking and location of rooms between units;*
- *Bin and cycle storage is of an appropriate size and standard for the units proposed and should be located at ground floor level with easy access; and*
- *The resulting property or properties would provide adequate internal floorspace and headroom for residents.*

Additionally, the Residential Conversions SPD states that in order for a conversion to a flat the residential building must have four bedrooms or measure more than 120 square metres. This is satisfied by the submitted proposal.

The proposal results in the loss of a 6-bedroom single dwelling and creates 1x 3-bedroom flat and 1x 2-bedroom flat. As such on balance there is no resulting loss of a family-sized unit and there is no identified risk of diluting the dominant form of single-family dwellings in this location. The principle of development is acceptable, subject to all other material considerations as outlined by Policy H8.

Character and design

Policy CC7 requires all development to be of high design quality that maintains and enhances the character and appearance of the area of Reading in which it is located. Policy H8 requires proposals to respect the physical character of the area in terms of scale, location, materials and design, the arrangement of doors, windows and other principal architectural features.

A single storey flat roof rear extension is proposed to enlarge the existing single storey rear extension, adding a further 3m onto the existing single storey rear extension. This will enlarge the kitchen/living/dining area of the ground floor flat. In the context of the neighbouring properties on Basingstoke Road, this extension is not considered harmful in terms of its scale and design. The extension creates a light well to one of the bedrooms for the ground floor flat to allow for access to light – while this is an unusual design choice, it is not considered harmful to the appearance of the property. The effects on the access to light are discussed further in the next section of the assessment. Furthermore, no alterations are proposed to the front elevation, and the proposal will maintain the attractive and uniform frontage onto Basingstoke Road. Overall, there are no concerns to raise with regards to the proposed design.

Residential amenity

Policy CC8 requires all development to not cause a detrimental impact on the living environment of existing residential properties or unacceptable living conditions for new residential properties. Policy H10 requires dwellings to be provided with functional private or communal open space, including green space wherever possible, that allows for suitable sitting-out areas, children's play areas, home food production, green waste composting, refuse storage, general outdoor storage and drying space. Both policies are echoed in Policy H8.

The proposal has been revised at the request of the case officer to improve the internal layout of the site to improve the amenity for future occupants. The original proposal included 3x flats, however, this resulted in a cramped internal layout and the failure to meet minimum space standards. This has been amended to result in 2x flats instead which achieves an improved and spacious layout. The internal layout has also been amended to improve the stacking of the flats and prevent communal areas being situated directly above bedrooms. The only other concern was raised in relation to access to daylight/sunlight to one of the bedrooms in the ground floor flat which is enclosed by the proposed rear extension. The agent has submitted a light assessment which demonstrates that the fenestration layout allows access to natural daylight in excess of the minimum recommended internal light as described in BS EN 17037: Daylight in Buildings. As such, there is no harm identified to the future occupants of this room.

Lastly, the ground floor family-sized unit will have access to the rear garden which is not unduly reduced in size from the proposed rear extension. While the flat above will not have access to the garden, on balance this is considered acceptable in this case and there are sufficient green spaces in the area (e.g. Cintra Park) to provide space for recreation.

Transport and parking

Policy TR5 requires all development to provide car parking and cycle parking that is appropriate to the accessibility of locations within the Borough to sustainable transport facilities, particularly public transport.

The site is located within Zone 2, Primary Core Area, of the Revised Parking Standards and Design SPD but is near the Zone 3 border. The total required parking provision would therefore be 3x parking spaces. It is noted that there is no off-street parking associated with this property. There are time limited bays located on Clent Road, which is adjacent to the site, where parking is only permitted for a maximum of 2 hours between the hours of 8am to 6.30pm. Double yellow lines prevent parking at all times on Basingstoke Road. Given the site's sustainable location with good transport and cycle routes into the town centre and to shopping areas in South Reading, a car-free development is considered acceptable in this instance.

In accordance with the Council's current standards a 2-bedroom dwelling would require 0.5 cycle storage spaces, and a 3-bedroom unit would require 1 cycle storage space. This would equate to a total 2 cycle storage spaces (rounded up). Cycle parking for 3 cycles has been illustrated at the front of the site as shown on Drawing No. B-01 Rev B, however, no details of the type of storage proposed have been provided, and it is recommended that these are secured by condition.

Bin storage should not be located further than 15m from the access point of the site to avoid the stationing of service vehicles on the carriageway for excessive periods and should comply with Manual for Streets and British Standard 5906: 2005 for Waste Management in Buildings. Submitted plans illustrate bins (2x general waste, 2x recycling) located adjacent to the cycle storage area, this location would allow for kerb side collection.

Overall, there are no transport related objections to the proposal.

Affordable housing

Policy H3 states that conversions of a dwelling to self-contained flats where there is no new floor space are an exempt development from the requirement to provide affordable housing.

The proposed development introduces under 5m² of new floor space. As this additional space is not required to facilitate the development and is not essential to making the development acceptable, an affordable housing contribution is not required on this occasion.

7. CONCLUSION

The proposal has been assessed in line with national and locally adopted policies and is considered in accordance with those policies.

8. RECOMMENDATION

GRANT PLANNING PERMISSION

Recommended conditions:

1. Time limit (standard)
2. Approved plans
3. Materials to match
4. Use of flat roof restricted
5. Refuse and recycling as specified
6. CMS to be submitted
7. Cycle parking to be submitted