

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	252304
Site Address:	Hollyville, Croft Road, Spencers Wood, Wokingham, RG7 1DR
Expiry Date:	21 November 2025
Site Visit Date:	10 October 2025
Proposal: Householder application for the erection of a two-storey side extension which includes a carport at ground floor level and accommodation in the loft, relocation of the front entrance and changes to fenestration.	

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 CP7 – Biodiversity CP9 – Scale and Location of Development Proposals
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits CC03 – Green Infrastructure, Trees and Landscaping CC04 – Sustainable Design and Construction CC06 – Noise CC07 – Parking CC09 – Development and Flood Risk TB21 – Landscape Character TB23 – Biodiversity and Development
Wokingham Borough Local Plan Update (LPU)	C5 – Parking and electric vehicle charging
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List Sustainable Design and Construction Supplementary Planning Document A Vision for Our Villages: Ryeish Green, Spencers Wood, Three Mile Cross

PLANNING HISTORY

Application No.	Description	Decision & Date
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28547	Single storey front extension to create porch and extend lounge. Single storey rear extension to create kitchen/breakfast room.	Approved 07/09/1987
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CONSULTATION RESPONSES

Internal

WBC Highways – No objection, subject to condition.
WBC CIL – No comments received.
WBC Ecology – No comments received.

External

None.

REPRESENTATIONS

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

APPRAISAL

Site Description:

The application site consists of two and a half storey semi-detached property located on the southern side of Croft Road, Spencers Wood. The dwelling is located on the western end of Croft Road which is a no-through road. Adjacent to the site is a housing development which forms part of the South of M4 Strategic Development Location. To the rear of the host dwelling is a large outbuilding located in the rear garden of the host site.

The application property forms one of a row of six semi-detached properties of a similar age. The properties would originally have been of a similar layout and form, however, over time many of the properties have undergone alterations and extensions in a variety of styles and designs.

Typical materials include brick, render, pebble dash, brick and timber detailing.

Proposal:

This application seeks approval for the erection of a two and a half storey side extension which comprises a carport on the ground floor to retain vehicle access to the rear of the dwelling, one bedroom at first-floor level and one bedroom in the loft. The existing front entrance would be relocated, and one additional window would be inserted into the front elevation at first-floor level.

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:

There is no uniform pattern to the design and layout of properties within the vicinity of the host dwelling. The proposal includes a two and a half storey side extension which would comprise a carport at ground floor level.

CP3 of the Core Strategy states that proposals should be of an appropriate scale of mass, built form and character. The Council's Borough Design Guide (BDG) SPD gives advice on residential developments.

The proposed side extension would represent a subservient addition to the host dwelling as the front elevation would be set back from the principal building line by approximately 2.88m, and the ridge line would be set down approximately 0.3m from the main ridge.

Page 55 of the BDG states that 'the roof form of the extension should take its form from the main building'. The proposed roof of the side extension would consist of a pitched roof that would replicate the roof form of the main roof. The façade of the side extension would also replicate architectural details observed on the main house. This includes the dual-coloured bricks (red and grey) and repeating the chamfered brick detailing around the windows and edges. These are welcomed additions that would unify the extension with the main house.

In addition, two-storey side extensions are already an established feature along the row of semi-detached properties. Examples of already constructed two-storey side extensions include Woodlands, Sunnyside and Iver. Therefore, the scheme is sensitive to its context by adopting a similar building form and rhythm to the surrounding properties.

Therefore, the addition of the proposed side extension would not be out-of-keeping with the established pattern of built form and would cause no detrimental impact to the character of the host dwelling or street scene.

The proposed relocated entrance and porch canopy to the front elevation would be a minor change to the property frontage which would have a neutral impact to the character of the host dwelling.

The proposed rooflights in the rear elevation of the side extension would not be visible from the road and would have no detrimental impact to the character of the local area.

Neighbouring Amenity:

Overlooking:

There would be one additional first-floor window in the front elevation of the dwelling to serve a bedroom. Views from the window would be similar to the existing bedroom windows which provide views onto the Croft Road and no. 95 Clares Green Road. The separation distance between the proposed first-floor front window and the front fenestration of no.95 would be approximately 27m. The BDG states that a 10m minimum should be retained between front-to-front elevations in order to maintain privacy and limit a sense of enclosure. Therefore, the proposed front window would not generate any adverse loss of privacy impact to neighbouring properties.

There is one first-floor window proposed in the rear elevation to serve an en-suite bathroom. As this window is classed as non-habitable, there are no overlooking impacts that would be generated by the installation of the bathroom window.

There are also two rooflights proposed in the rear elevation to serve a loft bedroom. Views from the rooflights would be similar to the rooflight in the existing loft bedroom. The BDG states that for developments that are over two storeys, a 12m minimum gap should be retained between back-to-flank elevations to limit any loss of privacy. The proposed rooflights would maintain a separation distance of more than 60m from the rear boundary which is acceptable.

Loss of Light & Overbearing:

The proposed side extension would measure approximately 3.58m in width and 7m in length. Page 56 of the BDG states that 'A gap should be retained between the building and the site boundary and this should be a minimum of 1m in width'. Whilst it is acknowledged that the extension would not comply with this guidance, the extension would be set back from the host and neighbouring principal building lines and would align with the host and neighbouring rear building lines. Whilst a line of 25-degrees would marginally be breached to the two neighbouring side facing windows, the windows serve landing areas which are defined as non-habitable rooms. In addition, the 25-degree rule of thumb is guidance, rather than policy, and so is applied on a case-by-case basis. In this instance, the breach is not considered a robust reason to refuse the scheme, given its compliance with local policy in other respects, and given the habitable rooms of the neighbouring property would still have adequate access to natural light.

As the proposed side extension would not extend beyond the front and rear building lines of the adjoining neighbour; Glenroy, there would be no views of the extension from the front and rear facing neighbouring fenestration. Therefore, it is considered that there would be limited overbearing impact that would be generated to neighbouring amenity.

Highway Access and Parking Provision:

The proposed extension would increase the number of habitable rooms and the council's Highways officer was consulted. They requested further information regarding whether the 'dwelling/outbuilding at the rear of the plot is ancillary to the main dwelling'. The agent confirmed in an email (dated 03/11/2025) that the building is ancillary and not an independent dwelling.

On this basis, the proposed parking arrangement is acceptable to meet the proposed development.

The Highways officer recommended a condition relating to the outbuilding remaining ancillary to the host dwelling. Whilst this is duly noted, the outbuilding does not form part of the proposal and is therefore, not relevant to the scheme. In addition, the proposed five on-site parking spaces exceeds the maximum number of on-site parking spaces that can be requested for a residential dwelling. Accordingly, the condition is not attached.

Ecology:

The application site is located in an area suitable for bat roosts. A preliminary roost assessment was submitted to support the application. It will be necessary to condition the recommendations set out in Sections 4 and 5 of the report.

Conclusion:

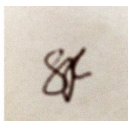
For the reasons set out above, the proposal is acceptable as it accords with local plan policy and guidance.

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:	Approve
Date:	3 November 2025
Earliest date for decision:	24 October 2025

Recommendation agreed by: (Authorised Officer)	
Date:	20.11.25

PLANNING CONSTRAINTS/STATUS

Modest Development Location

Bat Roost Habitat Suitability

Great Crested Newt Impact Risk Zone

Spencers Wood & Swallowfield Ward

Shinfield Parish