

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	252120
Site Address:	30 Willowside, Woodley, Wokingham, RG5 4HJ
Expiry Date:	4 November 2025
Site Visit Date:	3 October 2025
Proposal: Householder application for the proposed demolition of conservatory to create single storey rear extension with fenestration and installation of a roof light.	

PLANNING POLICY	
National Policy	National Planning Policy Framework (NPPF)
Core Strategy (CS)	CP1 – Sustainable Development CP3 – General Principles for Development CP9 – Scale and Location of Development Proposals
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC03 – Green Infrastructure, Trees and Landscaping
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- N/A

CONSULTATION RESPONSES

Internal

N/A

External

N/A

REPRESENTATIONS

Parish/Town Council	Woodley Town Council raised no objections.
Ward Member(s)	No comments received
Neighbours	No comments received

APPRAISAL

Site Description:

The application site consists of a large two-storey semi-detached property located in a small cul-de-sac on Willowside within the major development location of Woodley.

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 of Woodley 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 demolition of conservatory to create single storey rear extension with fenestration and installation of a roof light to maintain or enhance the high quality of the environment.

CP3 of the Core Strategy requires the proposed demolition of conservatory to create single storey rear extension with fenestration and installation of a roof light 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 development involves the demolition of the existing conservatory and the construction of a single-storey rear extension to create a larger kitchen. The extension would feature a mono-pitched roof with a rooflight.

The existing conservatory has a maximum height of c.2.92m, width of c.2.8m and depth of c.3.63m. The proposed extension would have a height of c.3.36m, width of c.3.17m and depth of c.2.98m. While the proposed extension would be slightly larger than the existing conservatory with respect to its height and width, its overall form, scale and position would result in a similar visual impact given its location.

The proposed extension would have a depth of c.2.98m, which is within the 4-metre limit recommended for single-storey rear extensions in the Borough Design Guide.

Given its proportionate scale and unimposing design, it is deemed that the rear single-storey extension would have an acceptable impact on the appearance of the dwelling and wider area. Additionally, the proposal is to the rear of the property where it would not be visible from the public domain, and this further demonstrates that the proposal poses no detrimental harm to the character of the area in compliance with CP1 and CP3 of the Core Strategy as well as the Borough Design Guide.

The proposed single storey rear extension with fenestration and installation of a roof light will comply with CP3 as they are subservient to the existing built form as the materials used to construct the single storey rear extension will be made to match the rest of the main dwelling. These are identified on the application form to consist of brickwork walls, tiled pitch roof to match existing colour and double glazed white UPVC or aluminium windows. The proposed extension will have a pitched roof following the existing design, ensuring the character of area is not detrimentally impacted, nor significantly changed.

Neighbouring Amenity:

CP3 says the proposed single storey rear extension with fenestration and installation of a roof light should not have any detriment to the amenities of adjoining land users including open spaces or occupiers and their quality of life.

Overlooking:

The conservatory is located at the rear of the property in the back garden. Given the nature of the extension as single storey, the rear extension would have a very similar outlook to the existing conservatory, therefore it is not going to have a significant or harmful impact in terms of potential privacy issues or overlooking concerns. There is no windows proposed on the side elevations and there is an insufficient arc of outlook due to the angle of the skylight, therefore it is insufficient to overlook into neighbouring property (no.28)

Loss of Light:

The Borough Design Guide states that the minimum separation distance between flank and boundary should be minimum 1m, the proposed single-storey rear extension would comply with this as it adheres to R16 in relation to separation distances as the recommended minimum distance for flank to boundary is 1m, the proposal has a c.1.34m separation distance. There is no loss of light on the neighbouring properties due to the proposed single storey being of a modest height and separated away from neighbouring properties.

Overbearing:

The Borough Design Guide states that it is recommended that the height of extensions should be no more than 3m when adjacent to the boundary. The proposed single-storey extension has an eaves height of c.3.38m is proposed which is marginally over the guidance relating to overbearing. The overall scale and massing of the extension is proportionate to the host property. It does not introduce an excessive height, depth, or bulk that would dominate neighbouring outlooks.

Amenity Space:

4.7 R16 of the Borough Design Guide states *“The Council’s minimum garden length of 11m is a generally accepted guideline for private garden space, provide the space is usable”*. The proposed single-storey extension will result in a minor loss of garden space at the rear of the dwelling, however, there will be sufficient space remaining with c.12.28m in depth and c.10.57m in width.

Conclusion:

In conclusion, the proposed demolition of a conservatory to create a single storey rear extension with fenestration and installation of a roof light would not detrimentally harm the character and appearance of the area, would not harm neighbouring amenity nor highway safety. It is compliant with CP1 and CP3 of the Core Strategy as well as the provisions of the Borough Design Guide. Accordingly, it is recommended for approval subject to conditions.

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:	Agree
Date:	22st October 2025
Earliest date for decision:	30 September 2025

Recommendation agreed by: (Authorised Officer)	<i>MC</i>
Date:	22.10.2025

PLANNING CONSTRAINTS/STATUS

Insert where relevant

Mineral Safeguarding Areas

Major Nuclear Sites Consultation Zone

Aerodrome Safeguarding: Heathrow Consultation Zone

EA Groundwater Zones

Bat Roost Habitat Suitability

Great Crested Newt Impact Risk Zones

SSSI Impact Risk Zones