

Wokingham Borough Council
Shute End
Wokingham
Berkshire
RG40 1BN

Date: 5 August 2026

Our ref: 66776/12/DL/WCO/41450187v5

Dear Sir/Madam

Wokingham Borough Council: Full Planning Application for the installation of an entrance canopy at 500 South Oak Way, Green Park

On behalf of our client, Green Park Reading No. 1 LLP ("the applicant"), please find enclosed an application for full planning permission for the following development at 500 South Oak Way at Green Park Business Park in Reading:

"Demolition of Existing Entrance Canopy and Installation of New Entrance canopy."

Application Submission

This application has been submitted via the Planning Portal (ref. PP-15129928). In addition to this cover letter, it comprises:

- 1 Completed Application Form (prepared by Lichfields)
- 2 CIL Additional Information Form (prepared by Lichfields)
- 3 The following application drawings prepared by Minifie Architects:

Drawing Title	Drawing Reference Number
Site Location Plan	AP(0) S 001
Existing Site Plan	AP(0)S 002
Existing Ground Floor Plan	AP(0)0 001
Existing Elevations	AE(0)X 001
Existing Section	AS(0)X 001
Existing Canopy Plan	AD(0)0 001
Proposed Site Plan	AP(2)S 002
Proposed Ground Floor GA	AP(2)0 001
Proposed Elevations	AE(2)X 001

Drawing Title	Drawing Reference Number
Proposed Section	AS(2)X 001
Proposed Canopy Details	AD(4)0 201
Proposed Canopy Plan	AD(4)0 202

4 Design and Access Statement (prepared by Minifie Architects)

The requisite application fee of £309 (plus Planning Portal service fee of £91) (i.e. £400 in total) has been paid via the Planning Portal¹.

Application Site

The application site is located on South Oak Way within Green Park, a business park located to the southwest of Reading off the A33 and adjacent to the M4. The main vehicle access is via the A33 whilst the site can also be accessed via a train station to the west of Green Park.

Having been established as a successful business park since its opening in 1999, Green Park has played a pivotal role in fostering local economic growth and providing a hub for businesses. To maintain Green Park's competitive edge and ensure continued success there is a need for the Park to maintain their facilities by modernising its buildings.

The application site is an existing office building.

Proposed Development

The applicant is seeking planning permission for the demolition of the existing entrance canopy which is dated and showing signs of corrosion and the installation of a new entrance canopy at 500 South Oak Way.

Full details are provided on the application drawings and in the Design & Access Statement.

Planning Policy Context

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires planning applications to be determined in accordance with the statutory development plan, unless material considerations indicate otherwise.

Local Policy

The Wokingham Core Strategy Development Plan Document (adopted January 2010) contains the following policies considered relevant to the application proposals:

- Policy CP1 – Sustainable Development
- Policy CP15 – Employment Development

¹ The fee has been calculated based on site area (30 sq m) at £309 for each 0.1ha (or part thereof).

National Policy

Chapter 6, Paragraph 85 of the National Planning Policy Framework (December 2024) states *“Planning policies and decisions should help create the conditions in which businesses can invest, expand and adapt. Significant weight should be placed on the need to support economic growth and productivity, taking into account both local business needs and wider opportunities for development.”*

Schedule 7A of the Town and Country Planning Act requires new development to deliver a minimum of 10% biodiversity net gain (BNG) on site. The regulations also identify instances where a development might be exempt from being required to deliver BNG and we expand upon this below.

Planning Assessment

Policy CP1 – Sustainable Development of the adopted Wokingham Core Strategy Development Plan Document outlines a presumption in favour of sustainable development. This supports planning applications which are considered sustainable through high quality, enhancing development, and which are in accordance with the rest of the development plan. The entrance canopy is proposed on an existing office building and replaces the existing dated canopy with one of more contemporary design.

Policy CP15 – Employment Development in the Wokingham Core Strategy Development Plan Document states *“Development for business, industry or warehousing will be permitted, including the expansion or intensification of existing employment uses provided it is within one of the following Core Employment Areas: 1) Green Park Business Park, Reading; 2) Headley Road East, Woodley; 3) Hogwood Industrial Estate, Park Lane, Finchampstead; 4) Molly Millars Industrial Estate, Wokingham; 5) Ruscombe Business Park, Ruscombe; 6) Sutton's Industrial Estate, Earley; 7) Thames Valley Business Park, Earley; 8) Toutley Industrial Estate, Wokingham; or 9) Winnersh Triangle Business Park, Winnersh.”* The proposals enhance the existing employment uses as Green Park so are in line with this policy.

Ecology

The proposed development does not impact any onsite priority habitat and impacts less than 25 sq m of onsite habitat that has a biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat. As a result, the development is exempt from the mandatory 10% biodiversity net gain requirement as it is below the stated threshold. A biodiversity assessment and metric are not, therefore, submitted as part of this application.

Summary

The application accords with national and local planning policy. We trust you have sufficient information to validate and determine this application. If you have any queries or require any further information, please do not hesitate to contact me or my colleague Sarah Moorhouse.

LICHFIELDS

Yours faithfully

Willow Cockerill

Planner

MPlan