

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	250767
Site Address:	Claycroft, Longfield Road, Twyford, Wokingham, RG10 9AT
Expiry Date:	1 August 2025
Site Visit Date:	21 July 2025
Proposal: Householder application for the proposed erection of a first floor front extension, part garage conversion into habitable accommodation and two storey side extension. Plus, the erection of a single storey rear extension, installation of roof lights, new front porch canopy, pitched roof on garage and changes to fenestration. Following the demolition of the existing single storey rear extension.	

PLANNING CONSTRAINTS/STATUS

Bat Roost Habitat Suitability

Scale and Location of Development Proposals – Major Development Location – Twyford

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 CP8 – Thames Basin Heaths Special Protection Area CP9 – Scale and Location of Development Proposals CP11 – Proposals Outside Development Limits
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC03 – Green Infrastructure, Trees and Landscaping CC07 – Parking TB23 – Biodiversity and Development
Wokingham Borough Local Plan Update (LPU)	SS1 – Sustainable development principles SS3 – Development within or adjacent to major and modest settlements C5 – Parking and electric vehicle charging NE1 – Biodiversity and geodiversity
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List
PLANNING HISTORY	

Application No.	Description	Decision & Date
92/65	Detached House	Approved 5 th August 1965

CONSULTATION RESPONSES

Internal

WBC Highways – No Objection Subject to Condition
WBC CIL
WBC Ecology – No Objection

External

N/A

REPRESENTATIONS

Parish/Town Council	No objections raised.
Ward Member(s)	No comments received.
Neighbours	One comment received: 1. There is a minor error in the block plan for the site. The boundary between Hartsbourne and Claycroft does not follow the exterior wall of Hartsbourne. It follows the fence line. <i>Officer comment: The applicant has amended the boundary line with Hartsbourne and resubmitted the block plan.</i> 2. The unadopted part of Longfield Road where Claycroft sits is fragile and will deteriorate with prolonged construction traffic. A request that contractors make good the surface during, and after, construction. <i>Officer comment: As this is a Householder Application, it would not be reasonable to add a Construction Management Plan as a condition, if it were to be approved.</i>

APPRAISAL

Site Description: A 1960's detached house on an unadopted road in the residential area of Twyford. The property is set back from the road in an open plan front garden and has a driveway for off street parking.

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.

Procedural Matters

Revised floor and elevations plans were received by the Council on 31st July 2025, and after the consultation date had ended. However, the revised proposed plans showed a minor amendment to the ground floor office of the side/rear extension to reduce the distance with the boundary. Therefore, the amendment was not considered to have a significant impact on neighbour amenity to warrant extending the consultation period.

Proposal: The erection of a first-floor front extension, part garage conversion into habitable accommodation and two storey side extension. Plus, the erection of a single storey rear extension, installation of roof lights, new front porch canopy, pitched roof on garage and changes to fenestration. Following the demolition of the existing single storey rear extension.

The first-floor front extension will be approximately 1.7m in depth, 7.5m in width, 5m in height to the top of the eaves and 6.8m to the top of the pitch roof. The front wall will be in line with the principal elevation of the main dwelling house. It will facilitate the enlargement of 2 no. bedrooms, and each will have a window on the front elevation.

The garage conversion will have a pitch roof that measures approximately 3.5m in height the top of the pitch and facilitate a storeroom. The two-storey side extension will measure approximately 7.6m in depth, 3.2m in width, 4m in height to the top of the eaves and 6.9m to the top of the pitch roof. On the ground floor it will facilitate an office, snug, and utility room; and on the first floor there will be a bedroom and ensuite bathroom. It will be located approximately 1.4m from the side boundary with Kingsview.

The rear single storey extension will measure approximately 10.1m in width, extend beyond the existing rear wall by approximately 3m and measure approximately 2.7m to the top of the eaves. It will have a sloping roof and 3 no. rooflights, double doors to an office and bifold doors plus a window to the kitchen/dining area. It will be located approximately 2.8m from the side boundary with Hartsbourne.

Character of the Area:

Core Strategy Policy CP3 states that planning permission will be granted for proposals that are of an appropriate scale of activity, mass, layout, built form, height, materials and character, together with a high quality of design without detriment to the amenities of adjoining land users, including open spaces or occupiers and their quality of life. Policy CP1 of the Core Strategy requires developments to maintain or enhance the high quality of the environment.

The Wokingham Borough Council Design Guide (BDG) provides some guidance on extensions which relate to design and scale. It states the following:

- Maximum eaves height and ridge height should be no more than those of the existing property.
- Side extensions should be set back by 1m, preferably with a lower roof line and should be at least 1m from the plot boundary.
- The rhythm of buildings and gaps between them along the street frontages is often important to the character of the area.
- The eaves and/or ridge height should not be raised in height unless buildings in the local context are significantly taller.
- Front extensions should not project significantly forward of the building line.

The street scene is a row of detached bungalows and two storey dwellings that face onto a Recreation Ground. Properties are of varying ages and architectural style. For example, the neighbouring property at Hartsbourne has a part two storey, part single storey front extension; Kingswillow has a part single/part 2 storey front extension, and Kingsview benefits from a front porch extension. Furthermore, the plots are spacious and there is no consistent rhythm of buildings along the street frontages. Therefore, the proposal would not significantly harm the character of the area.

Overall, the proposal would comply with CP1 and CP3 of the Core Strategy.

In this case, the eaves height and ridge height of the two-storey side extension would not exceed that of the main roof and would be approximately 1.4m from the side boundary. The front first floor extension would not protrude further forward than the existing principal elevation and the single storey open porch would be set back from the front wall of the garage and be set within a large front garden. Therefore, the proposal would not cause significant harm to the character of the area.

Overall, the proposal would comply with CP1 and CP3 of the Core Strategy in relation to character of the area.

Neighbouring Amenity:

Core Strategy Policy CP3 states that development proposals should not result in a detriment to the amenities of adjoining land users including open spaces or occupiers and their quality of life.

The Wokingham Borough Council Design Guide (BDG) provides some guidance on extensions which relate to protecting residential amenity. It states the following:

- Rear extensions should not project more than 4 meters from the main rear wall where they are close to a boundary.
- The eaves height of single storey extensions should not exceed 3m within 2m of a side boundary.

Overlooking: There will be no additional windows to the side walls of the first-floor extension. On the ground floor, the 2no. windows and 2 no. doors of the garage conversion would face onto the side wall of Kingsfield where there are no windows. The rear facing window of the side extension would serve a bathroom and if conditioned to be obscure glazing, would not increase overlooking into the

neighbouring property.

Loss of Light: The 45-degree angle test is advocated within the *British Research Establishment's (BRE) publication Site Layout Planning for Daylight and Sunlight: a guide to good practice*, to assess impact on daylight and sunlight levels to neighbours potentially impacted upon by adjacent developments. As can be seen in Figures 1 & 2, although the vertical 45-degree test is not complied with, the horizontal tests is compliant. Therefore, although the rear elevation is northwest facing, the nearest habitable room at Kingsbridge would continue to receive adequate light throughout the day.

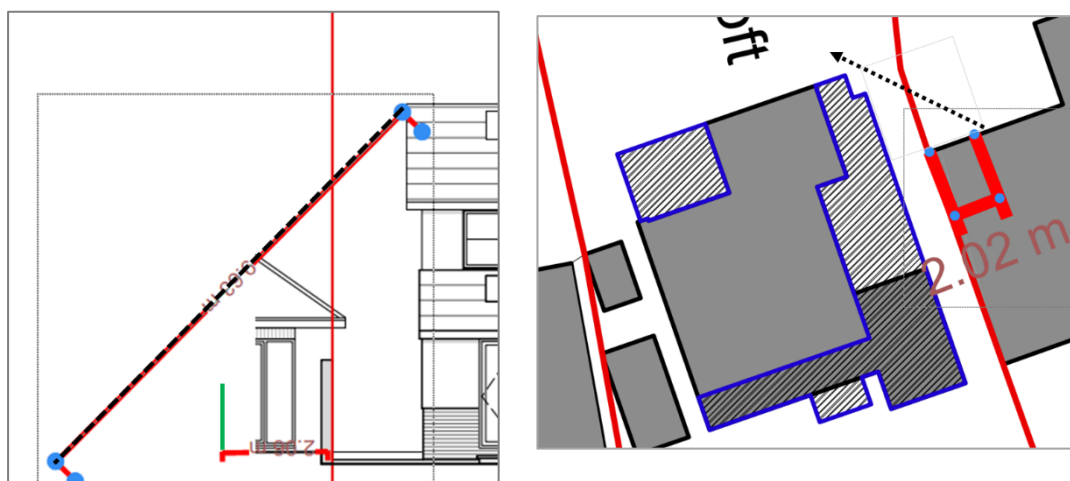


Figure 2 Vertical 45-degree angle test
shown as a black dashed line
Figure 1 Horizontal 45-degree angle test
shown as a red dashed line

Overbearing: The Wokingham Borough Council Design Guide (BDG) provides some guidance on extensions which relate to visual impact and states that the layout and design must have a balanced response to the local context in terms of provision of external space. In this case the rear single storey extension would not project more than 4 meters from the main rear wall and would be 2.4m from the boundary with Hartsbourne. The two-storey side extension would be located approximately 1.4m from the boundary with Kingsfield and would not extend further back than the footprint of the demolished single storey extension.

Therefore, the height and bulk of the dwelling will not significantly harm the neighbouring occupiers or dominate the adjoining bungalow.

Overall, the proposal would not fully comply with Policy CP3 of the Core Strategy regarding neighbour amenity.

Highway Access and Parking Provision: The Highways officer raises no objection subject to condition and has commented: *"The proposal will result in additional habitable rooms and conversion of the garage. The submitted drawings indicate three parking spaces to be provided. The level of parking meets WBC standards and is therefore considered acceptable. This section of Longfield Road is private. There is an existing access, and this is considered acceptable to serve the revised parking*

layout.”

Requested condition

CF4 – PARKING (AS APPROVED)

Ecology: The Ecology Officer raises no objection and has commented: *“The Preliminary Roost Assessment (PRA) external inspection recorded a number of gaps that could provide access for bats. These included gaps in the mortar of the roof ridge tiles and gaps around the windows of the front hanging tiles particularly around the edges of the windows where tile were lifted and where they join the soffit boxes. No evidence of bats was found in the roof void. The Ecologist assigned the property has having moderate suitability for roosting bats and the garage and rear extension as negligible suitability.*

No bats were seen emerging from the property during the dusk emergence surveys were completed by UTE on 28 May and 21 June 2025. Soprano and Common pipistrelle, Noctule and one Brown Long eared bat foraging and transit calls were recorded and seen during the activity surveys. I am satisfied that the survey effort and methodology are adequate to currently rule out roosting bats. No licence is currently needed for the development proposed to go ahead. However, I support the Ecologist’s conclusion that because not bats were seen emerging from or returning to the property to roost, this does not mean that they will not be present in the future. The state that bats are known to be transient and use a wide variety of crevice like features opportunistically. I request that informative I17 and I19 are therefore included in the decision notice.

Despite ecological surveys being undertaken which suggest that protected species are not using the application site, bats are mobile creatures, and it is possible that protected species may be encountered once works commence. I recommend the following informative should be appended to any such consent:

Requested Informative: *Bats are a protected species under the Conservation of Habitats and Species Regulations 2017 (as amended). Should any bats or evidence of bats be found prior to or during the development, all works must stop immediately, and an ecological consultant contacted for further advice before works can proceed. All contractors working on site should be made aware of the advice and provided with the contact details of a relevant ecological consultant.”*

Planning Balance/Conclusion:

In this case the proposal does not fully comply with the Borough Design Guide in terms of neighbouring amenity because the separation distance of the first-floor extension with the neighbouring property is slightly less than recommended. However, this minor conflict with guidance is not considered a robust basis to refuse the scheme given its compliance with local policy in other respects and given the neighbouring property would still have adequate access to open space.

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, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief. 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:	Yes
Recommendation:	Approve
Date:	31 July 2025
Earliest date for decision:	14 May 2025

Recommendation agreed by: (Authorised Officer)	
Date:	1 August 2025