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PLANNING STATEMENT

Proposed Two Storey Extension to Existing Storage Unit To Provide Office Facilities @

The Metro Building

Toutley Road

Wokingham

Berkshire

RG41 1QN

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1. **Introduction:**

The following planning statement has been prepared in support of a full planning application for a proposed two storey extension to the existing single storey storage unit known as 'The Metro Building' to provide office facilities.

The Statement sets out the details of the proposal within the context of planning policies set down by Wokingham Borough Council. The proposal has been prepared based on the guidelines set out in the National Planning Policy Framework (NPPF), National Planning Policy Guidelines (NPPG), Core Strategy, Managing Development Delivery Local Plan and The Borough Design Guide which are considered relevant to this proposal.

The statement aims to provide the local authority with the relevant supporting information upon which we have based our proposals. The process of survey, analysis, synthesis and design aims to create an integrated approach to the proposal.

2. **Application Site & Surrounding Area:**

The site is located within settlement limits within the Toutley Road Industrial Estate. The surrounding area is defined by a mix of light industrial and office use with the A329M to the north, Old Forest Meadows to the west of Old Forest Road and residential housing to the south of Toutley Road.

Adjoining the site directly to the south is a redundant electricity sub-station and opposite the site is Charles House – a block of residential apartments.

3. **Context of Existing and Proposed Use within Design :**

The existing building is used for storage in relation to the applicants glazing business which is also located on Toutley Road.

The proposed two storey extension would provide office facilities in relation to the aforementioned business use as well as retaining a storage area on the ground floor.

The proposed extension is proposed to be finished with externally a standing seam vertical cladding material and a metal roof which is in keeping with surrounding buildings. On the ground floor the existing brick finish is to be retained with existing openings closed up and made good.

The addition of the extension and the increase in height resultant from this is sympathetic and in-keeping with prevailing heights of neighbouring buildings and would not adversely impact the character of the host building or surrounding area

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4. **Neighbouring Amenity:**

The Charles House residents facing the site have an existing industrial outlook. The site in its existing state looks tired and messy, the proposal would renovate the building and improve the outlook for the residents of Charles House.

Two number forward facing windows are proposed in the extension serving the office areas on the first and second floors as proposed. The Borough Design Guide (BDG) outlines separation distances (residential) to maintain privacy and limit sense of enclosure. For one and two storeys, the recommended front to front minimum separation distance is 10m. In this instance, the proposed windows and facing fenestration of Charles House would be more than 17m away which is acceptable. Therefore, there would be limited loss of privacy impacts generated by this element of the proposal. There are also 3 further side facing windows proposed on each floor in the western elevation (totalling 6 windows), facing directly towards the neighbouring industrial unit which does not have any windows, for this reason there should be no over-looking concerns generated by these windows.

Due to the heights of the surrounding buildings and the host building being largely positioned to the southeast of the neighbouring industrial unit, there would be limited loss of light or overbearing impacts generated by the development. Furthermore, the significant separation distance to Charles House means that the proposal would not materially alter the residential amenity of these residents in terms of over-bearing effect or loss of light.

5. **Access & Parking**

The site is accessed directly from Toutley Road and the proposed parking is already existing and in-use by the applicant's business use. Further additional parking is also available further up Toutley Road where the applicant also occupies Units 3-5.

As the parking provision is existing it is considered that no visibility splays or swept path analysis is relevant to this application.

Cycle Parking is available within the storage area on the submitted plans.

6. **Landscaping**

No changes are proposed to existing landscaping arrangements.

7. **Ecological**

The site is located in an area highlighted as being suitable for bat roosts, as identified by the Wokingham constraints map.

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Protected Species – Bats.

A preliminary bat survey forms part of this application, this report, undertaken by a specialist, confirms no potential bat roosts. This report was originally submitted as part of application ref: 251733 and the subsequent pre-application advice (ref:261022) concluded that this was acceptable for this subsequent application subject to a bat informative being placed on any subsequent planning approval outlining what would be required in the unlikely event that bats or evidence of bats were found prior to or during construction of the approved development.

Protected Species – Great Crested Newts.

The area in and around the application site is surrounded by busy roads and provides limited terrestrial habitat for amphibians. The lack of any nearby ponds precludes the presence of any significant populations of amphibians on site

The nearest watercourse to the application site sits a significant distance away and as such it is unlikely that Great Crested Newts would be able to safely migrate from there to the application site. Notwithstanding this no works are proposed to the footprint of the existing building which would present a risk of amphibians falling into open excavations.

8. Bio-Diversity Net Gain

The proposal is for a two storey extension undertaken in a mixed residential and light industrial area, thus the bio-diversity value of the existing building and the application site are likely to be low. Notwithstanding this, subject to the grant of planning permission a Biodiversity Gain Plan will be submitted to the local planning authority demonstrating 1 10% improvement if requested.

9. **Flood Risk**

The site and access thereto are highlighted as being located within Flood Zone 1 and the proposal represents no additional flood risk or vulnerability. This should therefore be deemed acceptable under Policy CC09 of the MDD Local Plan

10. Drainage

As the footprint of the building is remaining unaltered the roof area and subsequent run-off from it is largely unchanged it is proposed that the rainwater drainage is connected into the existing drainage network.

11. Pre-Application Response and Previous Planning Consent

A previous planning application (Ref: 251733) for a first floor extension was approved on 26th September 2025.

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A pre-application advice request for the latest proposal was submitted and a response received on 13th May 2026 from Ms. Claire Moore. The response was positive in nature and concluded that the proposed works accord with both national and local planning policy and it would therefore likely be acceptable.

The proposal was viewed as a sustainable use of an existing building, in-keeping with neighbouring buildings and causing no harm to either neighbour amenity or the character of the area.

The additional height, over and above that approved in the previous planning application, was not deemed to be an issue and as such the advice was summarised by an indication that the proposal would meet with the council's approval.

12. Conclusion

For the reasons outlined in both this document and the pre-application report ref: 261022 we feel that the proposed extension to provide office facilities should be deemed acceptable and receive officer support.