

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	260316
Site Address:	14 Norfolk Close, Wokingham, RG41 3AF
Expiry Date:	3 April 2026
Site Visit Date:	30/03/2026
Proposal: Householder application for the proposed erection of a first floor side extension.	

PLANNING POLICY

National Policy	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG)
Core Strategy (CS)	CP1 – Sustainable Development CP2 – Inclusive Communities CP3 – General Principles for Development
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 CC05 – Renewable Energy and Decentralised Energy Networks CC06 – Noise CC07 – Parking CC09 – Development and Flood Risk CC10 – Sustainable Drainage
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

PLANNING HISTORY

Application No.	Description	Decision & Date
202734	Householder application for proposed erection of a single storey rear extension including the insertion of 3no. roof lights.	Approve 07 December 2020

CONSULTATION RESPONSES

Internal

WBC Highways – Request further information (see main body of report)
WBC Digital Solutions Scanning-No Comments
WBC CIL- No Comments
WBC Ecology- No Comments
WBC Green Infrastructure- No comments

External
None consulted

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

APPRAISAL
Site Description: The application relates to a detached dwelling at Norfolk Close, located within the defined settlement of Wokingham. The site lies within an established residential area, characterised by a mix of detached and semi-detached properties set within relatively spacious plots. Proposal Description: This application seeks approval for the proposed erection of a first-floor side extension to the existing dwelling creating an additional bedroom. 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: CP1 of the Core Strategy states that the proposed external alterations should maintain the high quality of the environment. CP3 of the Core Strategy states that the proposed external alterations should be of appropriate scale, mass, bulk, height, materials and of high-quality design. The surrounding dwellings within Norfolk Close, are predominantly detached and semi-detached residential properties set within generous plots, with layouts that do not follow a consistent or uniform building line.

It is also noted that flush side extensions are an established and accepted form of development within the immediate surrounding area of Norfolk Close for example: 1 Norfolk Close (091995) and 2 Norfolk Close (980772).

The proposed first-floor extension will create an additional bedroom by filling the existing gap between the main house and single storey side projection, without increasing the building's overall footprint. The extension maintains the existing roofline and aligns with the building's proportions. Due to its design and limited scale, the extension will have a minimal impact on the character and appearance of the surrounding area, preserving the established streetscape and scale. Furthermore, there are no concerns regarding a potential terracing effect despite the flush nature of the extension, as the dwelling is already legibly offset from the side boundary shared with no.12 Norfolk Close.

The additional window on the front elevation would have a negligible visual impact on the character of the area, as it would match the design, size, and proportions of the existing window on the elevation. As such, its impact on the wider character and appearance of the area would be considered acceptable.

A further window is proposed on the rear elevation. Given its location at the rear of the property, it would have limited visibility from the public realm and would not adversely affect the character or appearance of the surrounding area.

The proposed development is therefore considered to be in keeping with the character of the streetscape and would not appear out of place within its setting. As such, the proposal accords with Policies CP1 and CP3 of the Core Strategy and the guidance contained within the Borough Design Guide.

Neighbouring Amenity:

CP3 of the Core Strategy requires new development to be constructed without detriment to neighbouring amenity.

Overlooking:

The first-floor front window for the new bedroom would overlook the street rather than neighbouring properties and therefore raises no overlooking concerns. Due to the orientation of the dwelling, the window faces the street rather than directly towards any adjacent dwellings.

The first-floor side extension includes one additional rear window for the new bedroom. Due to the orientation of the dwelling, any overlooking from this window would primarily be directed towards the side elevation of the neighbouring property at 5 Riding Way, which contains no windows. Therefore, the extension would not result in any significant harm to neighbouring amenity.

Additionally, given the separation distance of 13.59 m between the rear of 14 and the side of 5 Riding Way, which exceeds the minimum 12 m recommended in the BDG, the proposal is not considered to give rise to any overlooking issues.

Overall, the proposal would not result in overlooking or loss of privacy, given the design, scale and the separation distances between neighbouring properties.

Loss of Light and Overbearing:

The proposed extensions are modest in scale and appropriate in terms of their form, proportions, and design. The overall scale and massing are proportionate to the host property and consistent with typical residential extensions in the surrounding area. The development does not introduce excessive height, depth, or bulk and is of a similar scale to other two-storey properties nearby, and the massing of the extension is well offset from neighbouring properties. Therefore, there is no significant impact on neighbouring loss of light or overbearing.

Highway Access and Parking Provision:

Highways were consulted due to the proposed increase in habitable rooms from 5 to 6. The initial review noted that while two parking spaces are required under WBC Car Parking Standards, the existing driveway did not provide spaces of the correct dimensions without encroaching on the public highway, and further information was requested prior to determination. Updated plans were subsequently submitted, showing two driveway parking spaces measuring 5.0 m × 2.5 m, which meet the required standards. The proposals are acceptable, and the street scene assessment confirms that the development would not adversely impact highway safety or access.

Flooding and Drainage:

The site is located within Flood Zone 1 and at low risk of surface water flooding. As the proposals result in very limited increases in ground floor development, there are no concerns on these grounds.

Landscape and Trees:

There are no anticipated impacts on existing vegetation.

Ecology:

The site is located within an area identified as having bat roost potential. A Preliminary Bat Roost Assessment was submitted (30.01.2026). The inspection found the roof and associated structures to be well-maintained, with no gaps, crevices, or evidence of bat occupation. The assessment concluded that the roof has negligible potential to support roosting bats, and therefore no further ecological surveys or consultation were considered necessary.

Conclusion:

For the reasons set out above, the proposal is acceptable as it accords with the Development Plan.

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:	Approval
------------------------	----------

Date:	27 March 2026
--------------	---------------

Earliest date for decision:	4 March 2026
------------------------------------	--------------

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

Date:	01.04.2026
--------------	-------------------

PLANNING CONSTRAINTS/STATUS

Scale and Location of Development Proposals | Total count: 1

- 1 Major Development Locations Wokingham***

Risk of Flooding from Surface Water | Total count: 3

- 1 Environment Agency Surface Water Flood Zones 1 in 1000 year risk extent***
- 2 Environment Agency Surface Water Flood Zones 1 in 1000 year risk extent***
- 3 Environment Agency Surface Water Flood Zones 1 in 1000 year risk extent***

Bat Roost Habitat Suitability | Total count: 3

- 1 Bat survey required for planning applications that involve roof modification or demolition.
UH873 Ecology Officer, Green Infrastructure Team***

- 2 Bat survey required for planning applications that involve roof modification or demolition.
UI873 Ecology Officer, Green Infrastructure Team***

- 3 Bat survey required for planning applications that involve roof modification or demolition.
UJ872 Ecology Officer, Green Infrastructure Team***

Great Crested Newt Impact Risk Zones | Total count: 1

- 1 Great Crested Newt Impact Risk Zone Green Consult NatureSpace for Major developments only***

Landscape Character Assessment 2019 | Total count: 1

- 1 Landscape Character Assessment 2019 Wokingham-Winnersh Settled and Farmed Clay***