

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	261146
Site Address:	16 Maybank, Shinfield, Wokingham, RG2 9RE
Expiry Date:	7 July 2026
Site Visit Date:	19 May 2026
Proposal: Householder application for the proposed erection of a single storey front extension, rear extension, conservatory and garage conversion plus changes to fenestration.	

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 CP9 – Scale and Location of Development Proposals
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
Wokingham Borough Local Plan Update (LPU)	SS1 – Sustainable development principles SS2 – Spatial strategy and settlement hierarchy SS3 – Development within or adjacent to major and modest settlements CE1 – Design principles for efficient buildings CE3 – Environmental standards for residential development NE5 – Landscape and design NE7 – Sites of Urban Landscape Value DH1 – Place making and quality design DH2 – Safeguarding amenity
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List Sustainable Design and Construction Supplementary Planning Document Shinfield Neighbourhood Plan

PLANNING HISTORY

Application No.	Description	Decision & Date
N/A	N/A	N/A

CONSULTATION RESPONSES

Internal
None
External

None

REPRESENTATIONS	
-----------------	--

Parish/Town Council	Shinfield Parish Council have concerns over this development due to the size and effect on neighbouring properties. They consider the proposal to be over-development of the property.
Ward Member(s)	No comments received
Neighbours	Two neighbours have commented on this application in objection and their comments are summarised and addressed below: • The drawings suggest a conventional boundary but omit the fact that the boundary fence is on top of a retaining brick wall. <i>Officer comments: Such detail is not required as part of the application submission.</i> • The plans fail to indicate the distance between the proposed structure and the boundary. <i>Officer comments: The distance to the boundary can be measured from the submitted documentation as boundary lines are clearly indicated.</i> • The 6.2 metre depth is inappropriate right against a boundary. <i>Officer comments: This will be assessed within the main report.</i> • The plans fail to show the full width of the extension. <i>Officer comments: The full width of the extension can be clearly seen from the submitted plans.</i> • Lack of drainage strategy. <i>Officer comments: As the site is not in an area identified as being at risk of flooding, and as the extensions will mostly be on existing areas of hardstanding, a drainage strategy is not required.</i> • The development will place stress on the retaining wall. <i>Officer comments: This is not a material planning consideration.</i> • Loss of privacy. <i>Officer comments: This will be assessed within the main report.</i> • Noise and light pollution. <i>Officer comments: It is not deemed that residential extensions of such scale would result in noise and light pollution levels higher than those typically experienced within residential areas.</i> • The development would be overbearing and increase a sense of enclosure.

	<i>Officer comments: This will be assessed within the main report.</i> • Loss of light impacts. <i>Officer comments: This will be assessed within the main report.</i>
--	--

APPRAISAL

Description of Development:

This application seeks permission for the proposed erection of a single storey front extension to form a porch. The proposed erection of a single storey rear extension to form a utility room and a kitchen/dining room, plus the erection of a conservatory. Plus, the conversion of the existing garage to form a bedroom, and changes to fenestration.

It is noted that there is a slight level change of approximately 1 metre between the application site and the properties along Parker Close.

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:

Front Extension:

The proposed single storey front extension is an infill extension that would extend 0.8 metres forward to be in line with the existing garage. The front extension would comply with guidance in the Council's Borough Design Guide (BDG) as the building is set back from the frontage, and the extension would not project forward of the existing front building line. The front extension is of an appropriate size and scale that poses no harm to the appearance of the host dwelling or wider character of the area.

Rear Extension:

The proposed single storey rear extension does not adhere to R16 design principle within the BDG in relation to separation distances as the proposal is set approximately 0.9 metres from the boundary with the neighbouring properties to the south on Parker Close. However, given the proportionate scale and unimposing design, it is deemed that the rear extension would have an acceptable impact on the appearance of the host 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 harm to the character of the area.

The conservatory would extend 2 metres out from the main rear extension, and this is set 1.35 metres from the boundaries to the south. Whilst this increases the depth of the extension to 6.2 metres, this depth is away from the boundaries to the south and is shielded by the garage of the neighbouring property to the north. As such, the proposed conservatory poses no harm to the character of the area.

Garage Conversion:

The proposed garage conversion will see the existing garage door being replaced with a window. This is a minor alteration that poses no harm to the appearance of the host dwelling or wider character of the area.

Fenestration Changes:

The only fenestration change proposed will see the side door serving the existing utility room being replaced with a window. This change poses no harm to the appearance of the host dwelling or wider character of the area.

Neighbouring Amenity:

Front Extension:

The proposed single storey front extension does not project forward of the existing front building line, and it is sited centrally on the dwelling. As such, no concerns are raised with regards to overlooking, overbearing or loss of light.

Rear Extension:

The proposed single storey rear extension would extend 4.2 metres from the rear of the dwelling, and it is single storey in nature. One window is proposed on the side elevation of the extension to serve the utility room but given the single storey nature there are no concerns relating to loss of light or overlooking. To avoid being overbearing, guidance in the BDG states that the eaves height of single storey extensions should not exceed 3 metres within 2 metres of a side boundary. The proposed development is set approximately 0.9 metres from the boundary to the south, but a maximum height of 2.85 metres shows compliance with this guidance relating to overbearing.

It is noted that the properties along Parker Close, notably nos. 5 & 7, are set down lower than the application site. The rear extension would be partially visible from the main private amenity space of these properties, but the extension would disappear behind the rear boundary fence the closer one moves to the rear of these gardens. Hence it is not considered that the extension would project significantly above the fence in a manner that would result in overbearing impacts to properties on Parker Close. Additionally, the gardens on Parker Close have a depth of over 10 metres, which further demonstrates that the extension would not be overbearing. Given this, and as the extension complies with guidance in the BDG relating to overbearing, no significant overbearing or loss of light concerns are raised.

With regards to impacts on no. 17, the extension would be aligned with the garage and parking area for no. 17 and as such no concerns are raised with regards to the neighbouring amenity of no. 17.

The proposed conservatory is proposed to extend 2 metres off the rear extension, totalling a 6.2 metres projection from the rear building line. While the proposal doesn't comply with the 4m depth guidance for rear extensions within the Council's Borough Design Guide (BDG), the conservatory would be set 1.35 metres from the boundaries to the south and is wholly aligned with the neighbouring garage of no. 17 to the north. As such, in this instance, no concerns are raised with regards to neighbouring amenity in respect of any potential overbearing or overshadowing.

Garage Conversion:

The proposed garage conversion poses no harm to neighbouring amenities.

Fenestration Changes:

The proposed fenestration change will see the side door being replaced with a window. Given that this is at ground floor level, no concerns are raised with regards to overlooking.

Residential Amenity Space:

Section 4 of the BDG provides guidance on the provision of amenity space and recommends that 11 metres is a generally accepted depth for private garden space. On this occasion, the implementation of rear extensions totalling 6.2 metres in depth would reduce the garden length to approximately 9 metres. However, considering that the plot is 7.5 metres in width, there would still be an appropriate amount of garden space to facilitate the development, and it will not be detrimental to the enjoyment of the current and future occupiers.

Parking Provision:

Whilst the garage is being converted to provide an additional bedroom, there is still space for 2 no. parking spaces within the redline of the application site. As such, there are no concerns with regards to the level of parking provided.

Conclusion:

For the reasons stated above, the proposal is acceptable in local plan policy terms and therefore is recommended for approval.

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.

Community Infrastructure Levy (CIL):

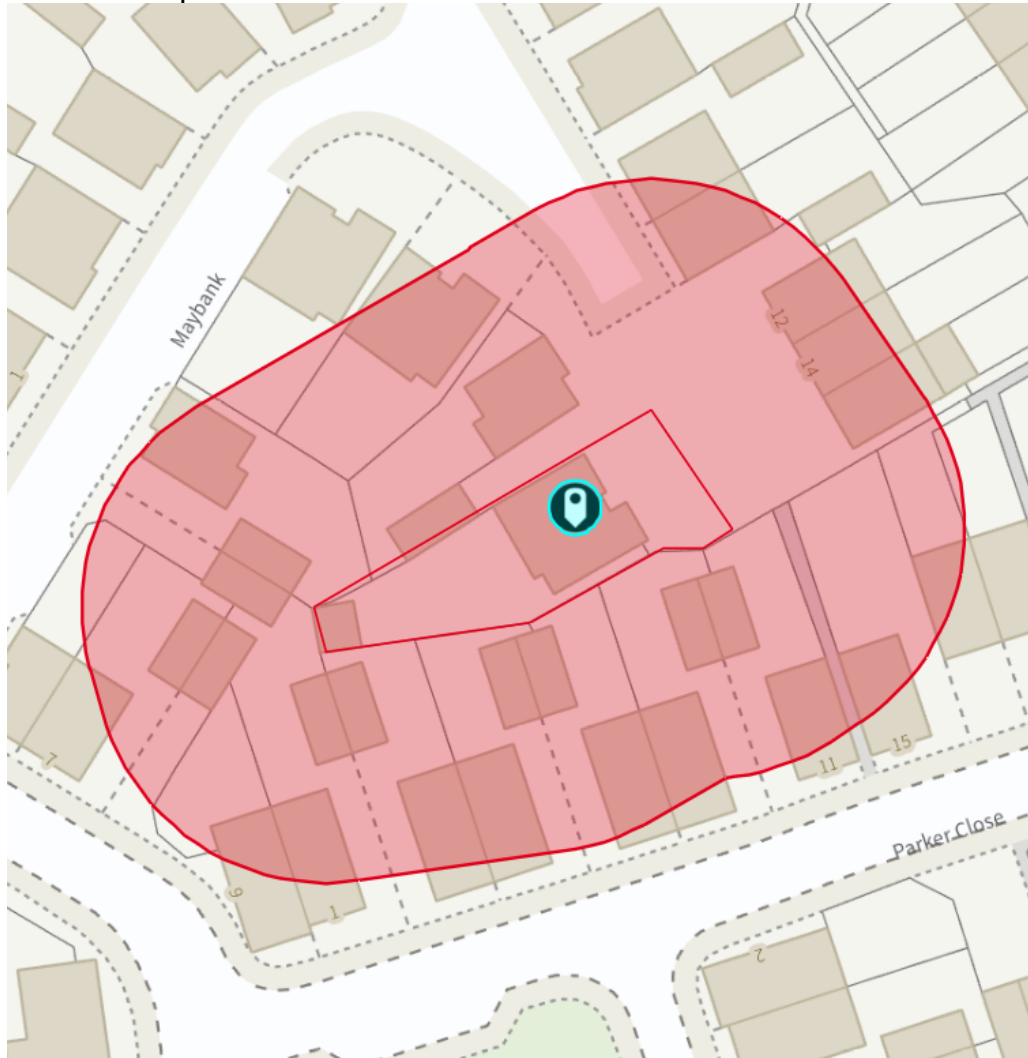
When planning permission is granted for a development that is CIL liable, the Council will issue a liability notice as soon as practicable after the day on which the planning permission first permits development. Completing the assumption of liability notice is a statutory requirement to be completed for all CIL liable applications.

RECOMMENDATION	
Conditions agreed:	Not required
Recommendation:	Approve
Date:	30 June 2026
Earliest date for decision:	4 June 2026

Recommendation agreed by: (Authorised Officer)	
Date:	30/06/26

PLANNING CONSTRAINTS/STATUS

Near Me Report



Powered by [Esri](#)
No legend

Affordable Housing Thresholds | Total count: 1

#	NAME
1	Within South of M4 Strategic Development Location

Scale and Location of Development Proposals | Total count: 1

#	FEATURE_TYPE	NAME
1	Modest Development Locations	Shinfield

Strategic Development Locations | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME
1	Strategic Development Location	South of M4

Thames Basin Heath SPA Mitigation Zones | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME
1	Special Protection Area Linear Mitigation Zone	7km Linear Mitigation Zone

Major Nuclear Sites Consultation Zone | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	PLANNING_NOTE
1	Consultation Zone - Major Nuclear Site	AWE Burghfield: Outer Zone	This is the OCZ.

Aerodrome Safeguarding: Heathrow Consultation Zone | Total count: 1

#	Height Band	Wind Turbine	Aviation
1	All works exceeding 150 metres (492.1 feet)	NO	YES

Great Crested Newt Impact Risk Zones | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	CONSULT
1	Great Crested Newt Impact Risk Zone	Amber	For Householder applications check HH Layer. Consult NatureSpace for all other types of development

Great Crested Newt Impact Risk Zones - Minor | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	CONSULT
---	--------------	--------------	---------

1	Great Crested Newt Impact Risk Zone	Amber	Consult NatureSpace for any minor development that intersects a red or amber zone in this layer
---	-------------------------------------	-------	---

Landfill Gas Consultation Zones | Total count: 1

#	FEATURE_TYPE	OBJECTID
1	Landfill Gas Consultation Zone	1

SSSI Impact Risk Zones | Total count: 1

#	SSSI Impact Risk Zone Advice Hyperlink
1	https://irz.geodata.org.uk/IRZ/step2.html?irzcode=0301000530000&notes=11404&location=468808,165816%20(IRZ%20polygon%20centre)

Potentially Contaminated Land Zones | Total count: 1

#	FEATURE_TYPE	OBJECTID
1	Potentially Contaminated Land Consultation Zone	1

Landscape Character Assessment 2019 | Total count: 1

#	FEATURE_TYPE	Name
1	Landscape Character Assessment 2019	Spencers Wood Settled and Farmed Clay

Wards | Total count: 1

#	Name of area	Closest Approximate Distance
1	Shinfield Ward	0 m

Parishes | Total count: 1

#	Name of area	Closest Approximate Distance
1	Shinfield CP	0 m