

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	260080
Site Address:	19 Twycross Road, Wokingham, RG40 5PE
Expiry Date:	18 March 2026
Site Visit Date:	16 February 2026
Proposal: Householder application for proposed loft conversion featuring a new dormer with 5no. rooflights and new rear facing second floor window.	

PLANNING CONSTRAINTS/STATUS

Scale and Location of Development Proposals – Major Development Location – Wokingham
Bat Roost Suitability Habitat

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 CP9 – Scale and Location of Development Proposals
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 C2 – Mitigation of transport impacts and highway safety and design NE1 – Biodiversity and geodiversity NE4 – Trees, woodland, hedges and hedgerows
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

PLANNING HISTORY

Application No.	Description	Decision & Date
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160033	Full planning application for the change of use of part of land adjacent to 19 Twycross Road to residential use (C3).	Approve 28th April 2016
171438	Full application for the proposed change of use of amenity land to residential, to include proposed erection of a single storey side extension and conversion of existing garage to additional habitable accommodation.	Approve 9th August 2017
173239	Full application for the proposed change of use of amenity land to residential; construction of 1.8 m high wall to the side and rear of dwelling and erection of a part single, part two storey side extension including conversion of existing garage to habitable accommodation.	Approve 14th February 2018

CONSULTATION RESPONSES

Internal

WBC Ecology – No Objection Subject to Condition

External

N/A

REPRESENTATIONS

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

APPRAISAL

Site Description: A detached two storey dwelling in the residential area of Wokingham. The property occupies a corner plot and overlooks green amenity land. It has a driveway for off street parking, and the front boundary is a hedge.

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.

Proposal: A loft conversion to habitable accommodation and the erection of a side dormer extension, plus insertion of 5no. rooflights and a second-floor window on the rear elevation. The proposed dormer extension would have a staircase and landing with lift to facilitate access to the proposed loft conversion that would provide an additional bathroom, bedroom, storage room and games room/home gym.

The dormer extension would measure approximately 2.8m in height, 5.6m in length, and 3m in depth. It would be set down from the main roof line by approximately 0.7m and set in from the rear wall by approximately 0.3m. The front facing wall would be set back from the principal elevation by approximately 4.2m. The separation distance with the side boundary would be approximately 1.5m. The 2 no. windows facing no. 21 would serve a stairwell and landing.

5 no. roof lights would be inserted into the existing roof: 3 no. roof lights to the south facing elevation, 1 no. roof light to the rear and 1 no. dormer to the front. There would also be a second-floor rear window serving a games room.

Internal alterations to the first-floor accommodation will provide 3 no. bedrooms, 2 no ensembles, a bathroom, study, and storage room.

Procedural Matters

The description was amended after the consultation period had ended to add the new second floor rear facing window that was not included on the application form. Therefore, the consultation period was extended by 2 weeks and neighbours were reconsulted. No further comments were received.

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 street scene is a residential road comprising detached two storey dwellings of similar age and varying designs that overlook a grassed public amenity space. Front boundaries are either open or have green hedges. There are no other examples of side facing dormer extensions in the immediate vicinity.

In this case, the development would be set back by approximately 4.2m from the

principal elevation and it would be approximately 1.5m from the plot boundary. The roof would be 0.7m lower than the main roof line.

Therefore, the rhythm of buildings and gaps between them along the street frontages would not be disrupted and the proposal would not harm the character of the area.

Overall, the proposal would comply with Policy 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.

Overlooking: The 2 no. side windows to the dormer extension would serve a land/stairwell and would not overlook habitable rooms at no. 21.

The back-to-back separation distance of the proposed second floor window with no. 7 Monkshood Close would be approximately 34m. It would be set back approximately 6m from the rear wall of no. 21 Twycross Road and have restricted elevated views of the neighbouring amenity space. Furthermore, although it would have an elevated outlook of no. 17 Twycross Road's private amenity space, this relationship is acceptable because it would not be closer in plan form or directly overlook rear habitable room windows and the vegetation above the rear boundary fence will provide partial screening. Therefore, the limited degree of additional overlooking to the garden of no. 17 Twycross Road would not be so significant as to warrant refusal given that first floor windows already overlook this space.

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. In this case there are no side windows at no. 21 that would face onto the proposed development. The rear facing wall of the dormer would be set back approximately 6m from the west facing rear wall at no 21. The front facing wall would be approximately 3m forward of the principal elevation at no 21 and the separation distance with the nearest habitable window would be at least 4m. Therefore, there would be no significant loss of light to neighbouring habitable rooms because of the development.

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 separation distance of the dormer extension with the side boundary would be approximately 1.5m, it would be set back approximately 6m from the neighbouring rear wall at no. 21 and would be set down from the main

roofline. Therefore, the height and bulk of the proposal will not significantly harm the neighbouring occupiers.

Overall, the proposal would comply with Policy CP3 of the Core Strategy regarding neighbour amenity.

Highway Access and Parking Provision: Policy CC07 of the Adopted Local Plan states that planning permission will only be granted where the proposal demonstrates that the new scheme retains an appropriate level of off-street parking. The WBC adopted parking standards after development (Appendix 2 MDD Local Plan) states that 3 or more parking spaces are required following development for a 4 or more-bedroom dwelling. In this case, the existing dwelling has 3 no. bedrooms, and the proposal will provide 2 additional habitable rooms on the second floor. The Design Statement confirms that the paved driveway provides off street parking for at least 3 vehicles which is acceptable.

Ecology: The Ecology Officer raises no objection to the application subject to condition and has commented: *“Bats and birds and many species active at night are sensitive to light pollution. Increasing in artificial light might mean such species are disturbed and/or discouraged from using their breeding and resting places, established flyways or foraging areas. Such disturbance can constitute an offence under relevant wildlife legislation.*

All species of British bat are protected under the Conservation of Habitats and Species Regulations 2017 and the Wildlife and Countryside Act 1981, as amended. Under this legislation it is an offence to kill or injure a bat or interfere with any roosting or resting site. A bat roost is interpreted as “any structure or place used for shelter or protection” whether or not bats are present at the time.

I am satisfied that the survey effort and methodology are adequate for the Ecologist to conclude that the house has low bat roost potential due to the gap in the soffit on the single storey extension. Provided that no works will impact the soffits, non flood-or external lighting is installed and the mitigation and enhancement measures recommended on pages 5 and 6 of the PRA are implemented in full there are no ecological objections.

Condition: *Works are to be carried out in full accordance with the recommendations and biodiversity enhancements given in pages 5 and 6 of the submitted Preliminary Roost Assessment (Arbtech, 15/12/2025). Within one month of substantial completion a short closing-out report demonstrating that the ecological mitigation and enhancement measures have been implemented is to be issued to the council.*

Reason: *To ensure that biodiversity, protected and priority species are not adversely*

affected by the proposals. Relevant policy: Core Strategy policies CP3 and CP7 and Managing Development Delivery Local Plan policy TB23.”

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:	Yes
Recommendation:	Approve
Date:	25 March 2026
Earliest date for decision:	5 February 2026

Recommendation agreed by: (Authorised Officer)	
Date:	25/03/26