

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	261851
Site Address:	500 South Oak Way, Shinfield, Wokingham, RG2 6AD
Expiry Date:	30 September 2026
Site Visit Date:	24 August 2026
Proposal: Full application for the proposed installation of an entrance canopy following demolition of the existing entrance canopy.	

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 CP6 – Managing Travel Demand CP7 – Biodiversity CP9 – Scale and Location of Development Proposals CP15 – Employment Development
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits CC03 – Green Infrastructure, Trees and Landscaping CC07 – Parking CC09 – Development and Flood Risk CC10 – Sustainable Drainage TB11 – Core Employment Areas TB21 – Landscape Character TB23 – Biodiversity and Development
Joint Minerals and Waste Plan (JMWP)	Not applicable to this site.
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 ER1 – Core Employment Areas FD1 – Development and flood risk (from all sources) FD2 – Sustainable drainage NE1 – Biodiversity and geodiversity NE2 – Biodiversity net gain NE4 – Trees, woodland, hedges and hedgerows NE5 – Landscape and design

	DH1 – Place making and quality design DH2 – Safeguarding amenity
Other	Borough Design Guide Supplementary Planning Document

PLANNING HISTORY

None relevant to this application.

CONSULTATION RESPONSES

Internal

None.

External

NatureSpace - No objection

REPRESENTATIONS

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

APPRAISAL

Site Description:

The application site relates to a 4 storey detached office building located on the northern side of South Oak Way, which is part of Green Park, a business and residential park approx. off the administrative boundary of Reading Borough Council.

Proposal:

Planning permission is sought for the erection of a new canopy above the main entrance door to the building. This would see the existing canopy replaced which is dated and suffering from corrosion.



Existing

canopy to be replaced

Principle of Development:

a) Core Strategy and NPPF

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.

Policy CP9 of the Core Strategy sets out the spatial strategy for the borough. It outlines defined settlement limits for where development will generally be acceptable in principle; the application site is located within the major development location of Green Park Business Park (Reading). Policy S4 of the NPPF also states that development proposals within settlements should be approved unless the benefits of doing so would be substantially outweighed by any adverse effects, when assessed against the national decision-making policies in the Framework.

It is not considered relevant to assess the proposal in relation to local employment policies (CP15) given this policy focuses on the expansion and intensification of employment uses. This would not be the case under this proposal, and rather the proposal is for an external alteration to the building only.

b) Minerals and Waste

The Joint Minerals and Waste Plan identifies site allocations and extensions to help provide a future supply of sand and gravel extraction. However, despite these allocations, there remains a shortfall of supply during the plan period. The policy response to address the shortfall is the identification of a 'Minerals Safeguarding Area' (MSA), where Policy M2 of the plan applies, and also an 'Area of Search' where Policy M4 applies. This approach is to demonstrate the potential for, in effect, windfall provision within the Plan area.

The site is located within a Mineral Safeguarding Area for sharp sand and gravel. However, policy M2 of the JMWP stipulates that a minimum plot size of 3 hectares will apply. Plots smaller than this would be uneconomic for prior extraction. Given the plot size is below this threshold and the development is primarily above ground level, the site's location in the MSA is not a constraint to this development.

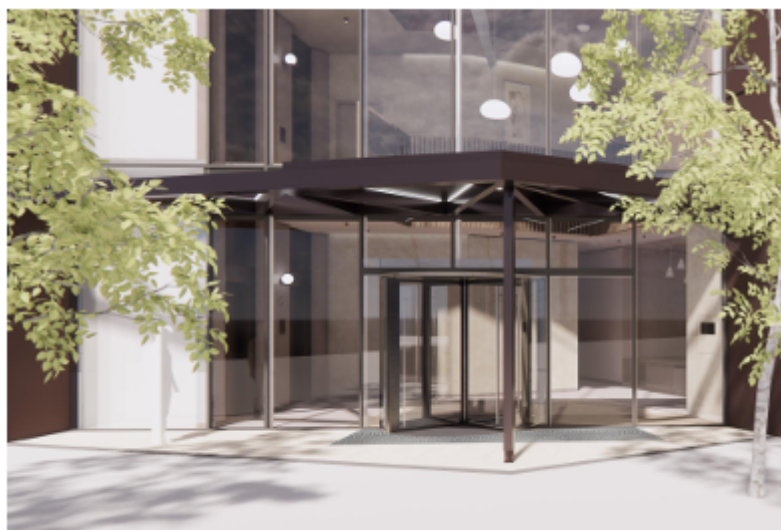
Overall, the principle of development will be acceptable, providing there is not adverse impacts that would substantially outweigh the benefits.

Design/ Character of the Area:

Policy CP3(a) states that development should be of an appropriate scale of activity, mass, layout, built form, height, materials and character to the area together with a high quality of design.

Policy DP3 of the NPPF states that development proposals should respond to their context (the history, character and features of their site and its setting), so that they integrate with and enhance their surroundings.

The existing canopy is suffering from corrosion and is of a fairly basic design that does not obviously integrate with the form and design of the main glazed building. The proposed canopy would measure approximately 3m from the main façade, with an angular form. The lightweight structure would allow the glazed ground floor to be legible, whilst at the same time providing a clear, modern arrival point to the building. It would also contain lighting in the canopy roof to help the arrival experience. Below is a CGI of the proposed canopy:



The canopy upgrade will enhance the appearance of the host building and surrounding commercial environment generally, whilst still being of a modest scale. As such it accords with policy CP3 of the Core Strategy. Materials will be conditioned, as per the approved plans.

Neighbouring Amenity:

Policy CP3(a) states that proposals should be without detriment to the amenities of adjoining land users including open spaces or occupiers and their quality of life

There are no residential properties in the vicinity. Due to the nature of the proposal being for an open sided canopy at ground floor level, combined with the fact there are not residential properties in the vicinity, the proposal will not result in adverse neighbouring amenity impacts.

Highway Access and Parking Provision:

Due to its placement away from the highway, proposed canopy will not impede or alter pedestrian or vehicle movements.

Flood Risk:

Policy CC09 states that all development proposals must ensure surface water arising from the proposed development including taking into account climate change is managed in a sustainable manner.

The application site is located within flood zone 2, meaning it has a medium probability of fluvial flooding. It is noted that the existing use (office) is categorised as 'Less Vulnerable' which is compatible in Flood Zone 2 without an exception test being required, according to Annex F, Tables 2 and 3. A sequential test is also not required as it qualifies as a small non-domestic extensions with a footprint of less than 250 square metres meaning it is exempt.

Policy F4(1) of the NPPF states that a site specific flood risk assessment should be accompanied for all development proposals in flood zone 2. A Flood Risk Assessment has been submitted and concluded that the proposal comprises a minor alteration to the existing office building through the replacement of the entrance canopy and would not increase the building footprint, alter floor levels or change the use of the site. The assessment confirms that the site is not subject to significant flood risk from surface water, groundwater, sewer flooding or reservoirs. The development would not result in a material increase in flood risk elsewhere or adversely affect floodplain storage. As a result, the proposal is considered acceptable in flood risk terms and no specific flood mitigation measures or planning conditions are considered necessary. However, the applicant's Flood Risk Assessment recommends that the building owner/occupiers register with the Environment Agency Floodline Warnings Direct service to receive flood alerts and warnings relevant to the area. This will be included as an informative; it is not considered to meet the statutory tests for imposing a planning condition under DM6(1) of the NPPF given the minor nature of the development and the fact it appears advisory guidance as opposed to a planning mitigation measure.

Landscape and Trees:

Policy TB21 of the MDD states that proposals shall retain or enhance the condition, character and features that contribute to the landscape.

Policy CC03 of the MDD states that proposals should protect and retain existing vegetation along with incorporating high quality landscaping.

Policy N2(1)(d) states that proposals should conserve and enhance natural features such as established trees and hedgerows.

The proposal is located in an established commercial area and so would not adverse landscape impacts. It is also not in proximity to trees and so will not result in adverse effect in that regard.

The proposed plans do indicate some low level planting within the recess of the building, as indicated on the proposed elevations:



Given the nature of the proposal being for a canopy above ground level, planting would not be required to make this development acceptable in planning terms, and therefore details of the proposed planting are not conditioned, given the condition would not meet the relevant tests as outlined in the NPPF. Nevertheless, it is welcomed that a small section of planting on the wider site is proposed.

Ecology:

Policies CP7 and TB23 require development to protect biodiversity interests, avoid harm to designated sites, habitats and species, and provide appropriate biodiversity enhancements.

Policy N2(1) (f) of the NPPF states that proposals should minimise adverse impacts on biodiversity.

Protected species

The application site is located within an amber zone for Great Crested Newts which means there it is a suitable habitat for GCN and they may be present. The site is also located in an area for potential roosting bats.

Upon consultation with NatureSpace, it was concluded that the proposed development is not considered to be relevant to the District Licensing Scheme and there would be no likely impact on Great Crested Newts or their habitats.

As the proposal does not involve demolition or works to the roof, no bat surveys are required.

BNG

The proposed development does not impact any onsite priority habitat and impacts less than 25 sqm of onsite habitat that has a biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat. As a result, the development is exempt from the mandatory 10% biodiversity net gain requirement as it is below the stated threshold.

Planning Balance/ Conclusion

The application site is located within settlement limits and so development is supportable in principle when assessed against Core Strategy policy CP9. Development within settlement is also acceptable according to policy S4, unless the benefits of doing so would be substantially outweighed by any adverse effects. The benefits of this scheme are an improved frontage to a commercial building, improving the quality and attractiveness of the building itself and in the context of the surrounding area. There have not been any adverse harms identified, as discussed in this report. Accordingly, the benefits of the proposal would not be substantially outweighed by adverse effects.

The recommendation is therefore to grant planning permission.

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:	Approve subject to the following conditions: 1. Time Limit 2. Approved Plans

	3. Materials as specified
Date:	28 September 2026
Earliest date for decision:	28 August 2026

Recommendation agreed by: (Authorised Officer)	
Date:	29/09/26

PLANNING CONSTRAINTS/STATUS

Affordable Housing Thresholds | Total count: 3

#	NAME
1	Within Major Development Locations
2	Within Major Development Locations
3	Within All Development Locations

Core Employment Location | Total count: 1

#	TYPE	NAME
1	Core Employment Area	Green Park

Scale and Location of Development Proposals | Total count: 1

#	FEATURE_TYPE	NAME
1	Major Development Locations	Green Park Business Park (Reading)

Mineral Safeguarding Areas | Total count: 1

#	Type	SubType
1	Sharp Sand and Gravel	River Terrace deposits

Major Nuclear Sites Consultation Zone | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	PLANNING_NOTE
1	Consultation Zone - Major Nuclear Site	AWE Burghfield - Detailed Emergency Planning Zone (DEPZ)	This is the DEPZ.

Aerodrome Safeguarding: Heathrow Consultation Zone | Total count: 1

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

EA Groundwater Zones | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	CONSULT
1	Groundwater Consultation Zones	Groundwater Consultation Zone 1	Environment Agency (only if application involves contaminated land) – see separate sheet: When to consult the Environment Agency

Flood Zones | Total count: 1

#	flood_zone
1	Flood Zone 2

Historic Flood Extent | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME
1	Environment Agency Historic Flood Outline	Historic Flood Map

Bat Roost Habitat Suitability | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	CONSULT
1	Bat survey required for planning applications that involve roof modification or demolition.	DO825	Ecology Officer, Green Infrastructure Team

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 - Householder | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	CONSULT
1	Great Crested Newt Impact Risk Zone - Householder Applications	Amber	This Amber/Red Zone is within 50m of a known pond. Consult NatureSpace for Householder applications

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

#	FEATURE_TYPE	FEATURE_NAME	CONSULT
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1	Great Crested Newt Impact Risk Zone	Amber	Consult NatureSpace for any minor development that intersects a red or amber zone in this layer
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SSSI Impact Risk Zones | Total count: 1

#	IRZURL
1	https://irz.geodata.org.uk/IRZ/step2.html?irzcode=0300000530000&notes=&location=470031,168860%20(IRZ%20polygon%20centre)

Landscape Character Assessment 2019 | Total count: 1

#	FEATURE_TYPE	Name
1	Landscape Character Assessment 2019	Grazeley Farmed Clay Lowland

Wards | Total count: 1

#	Name of area	Closest Approximate Distance
1	Spencers Wood & Swallowfield Ward	0 m

Parishes | Total count: 1

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