

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	252834
Site Address:	3 Woodward Close, Winnersh, Wokingham, RG41 5NW
Expiry Date:	28 January 2026
Site Visit Date:	26 November 2025
Proposal: Householder application for the proposed erection of a two storey and first floor side extension, partial garage conversion along with changes to fenestration.	

PLANNING CONSTRAINTS/STATUS

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

PLANNING POLICY

National Policy	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG)
Core Strategy (CS)	CP1 – Sustainable Development 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
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

PLANNING HISTORY

Application No.	Description	Decision & Date
171908	Full planning application for the proposed erection of a single storey rear conservatory plus extension the existing brick garden wall toward to the public footpath.	Refused 24th August 2017

172616	Full planning application for the proposed erection of a single storey rear conservatory plus extension to the existing brick garden wall.	Approve 23rd October 2017
173471	Application for the submission of details to comply with the following condition of planning consent 172616, 23/10/2017. 4. Landscape Scheme.	Replied 10th January 2018

CONSULTATION RESPONSES

Internal

WBC Highways – Requested Further Information
WBC Ecology – No Objection Subject to Conditions

External

N/A

REPRESENTATIONS

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

APPRAISAL

Site Description: The site is a 1980's detached two storey dwelling with garage in the major development location of Winnersh that occupies a corner plot at the entrance to a short cul de sac. The street scene is a residential road with detached houses of a similar design, age, style and some with lattice window glazing. Gardens are either open plan or have low walls and hedges at the front, and a driveway for off street parking.

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: Erection of a two storey and first floor side extension, partial garage conversion along with changes to fenestration. It will measure 7.2m in depth, 5m in width, 5.6m to the top of the eaves, 8.9m to the top of the pitch roof and will be approximately 0.3m lower than the main roof line. The front wall of the garage will be set back 1m from the principal elevation and the first-floor rear wall will extend 1m from the rear wall of the main dwelling house. On the ground floor, the development will facilitate a garage with toilet and utility room at the rear. On the first floor it will facilitate two bedrooms, one with an en suite. On the front elevation there will be a garage door and two first-floor windows. There will be windows on the side elevation. On the rear elevation there will be two ground-floor windows and two first-floor windows.

Procedural Matters

A revised Site Plan were received by the Council on 27th January 2026, and after the consultation date had ended. However, the revised plan showed a minor amendment to relocate a third parking space on the existing front garden. Therefore, the amendment was not considered to have a significant impact on neighbour amenity to warrant extending the consultation period.

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 cul de sac of detached houses of a similar age and varying designs. Opposite the application site there is an example of a single storey front extension to existing garage, and a part first floor part two storey side extension at no. 7 Woodward Close.

In this case, the proposed side extension would be set back 1m from the principal elevation and the roof height would be lower than the main roof line. At ground floor level, the separation distance of the side extension with the boundary would be approximately 2m. The separation distance with the side elevation at no. 2 Woodford Close would be approximately 3m. Therefore, the rhythm of buildings and gaps between them along the street frontages would not be disrupted.

The fenestration changes would be slightly out of keeping with the lattice glazing elsewhere in the street scene. However, the windows at no's 34, 42 and 45 Woodford Close have a different lattice design. Furthermore, the windows have not been conditioned by an earlier permission to remain the same. The fenestration alterations to the windows would not cause significant harm or be overly prominent in the street scene.

Although the proposal would change the existing street scene within an estate of similar properties, the introduction of a first floor above the garage, of similar materials and design of the existing dwelling would not detrimentally harm the character and appearance of the area.

Overall, the proposal is likely to comply with CP1 and CP3 of the Core Strategy.

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 front-to-front separation distance of the proposal with no. 44 Woodward Close would be approximately 17m. The proposed side elevation would not have any windows. The proposed first floor rear windows would serve a bathroom, and bedroom. If the application were to be approved, the bathroom window would be conditioned to be obscure glazed and non-opening below 1.7m. The rear facing bedroom window would be located approximately 15m away and at right angles to the nearest habitable room at no. 4. This new bedroom window would be approx. 13.5m away from the flank wall of no. 4, which exceeds the separation distance of 12m advocated within the Borough Design Guide (R16 refers). The proposed window would only have very oblique views of the rear windows at no. 4, although views over this neighbour's rear garden would occur. However, the proposed new bedroom window would be less than 1m closer and would offer similar views as the existing rear bedroom window 3 Woodward Close. Therefore, any additional overlooking or loss of privacy to no. 4 would be minimal such that it would not warrant refusal of this application.

Loss of Light: The British Research Establishment's (BRE) publication *Site Layout Planning for Daylight and Sunlight: a guide to good practice* is used to assess impact on daylight and sunlight levels to neighbours potentially impacted upon by adjacent developments. In this case, the side wall of the extension would face onto a first-floor bathroom window and the utility room window on the ground floor at no. 2 Woodford Close which are not habitable rooms. Furthermore, the proposed rear wall would be set back from the rear wall of no. 2. Therefore, there would be no significant increase in overshadowing to neighbouring habitable rooms.

Overbearing: The rear elevation of the first-floor side extension would protrude 1m further back than the existing main rear wall and be in line with rear wall of the existing garage. The separation distance of the first-floor side wall with the boundary would be approximately 1.8m and with the side wall of no. 2 Woodford Close would be approximately 3m. Therefore, the proposal would not have an overbearing impact on neighbouring amenity.

Overall, the proposal would comply with Policy CP3 of the Core Strategy in relation to neighbour amenity.

Highway Access and Parking Provision: The Highways Officer has requested further information and commented: *"The applicant proposes to increase the numbers of habitable rooms from 8 to 10. As both the existing and proposed garage do not fully meet the council's requirement for car parking, they are not counted towards parking provisions. The existing driveway parking spaces will be retained within the red line. Part of the existing front garden is converted into hardstanding to provide three driveway parking within the red line."*

According to the WBC Car Parking Standards, the development of such scale in Urban location will require three parking within the red line boundary. Each parking space shall have minimum dimensions of 5.0m x 2.5m. The proposed level of driveway parking can meet the council's parking requirements by utilising the existing dropped crossing. However, in view of the existing streetlight columns and manhole covers to the southeast of the existing driveway (marked in blue), the applicant shall consider converting the existing front garden within the purple area for the additional parking provision:



Alternatively, the applicant may wish to increase the dimensions of the garage to a minimum of 6m x 6m for two garage parking (count towards 0.5 x 2 parking provisions), or to convert the proposed garage to a single carport of a minimum dimensions for 6m x 3m for one parking provision.

No negative impacts on abilities for cycle storage are expected, which is acceptable.”

Officer comment: The applicant has submitted a revised site plan to show the relocation of the third parking space in the existing front garden and forward of the principal elevation of the main dwelling house.

Ecology: The Ecology Officer has raised no objection subject to conditions and has commented: “Bat surveys undertaken by AA Environmental in 2019 recorded one Common pipistrelle bat roosting behind the hanging tiles on the side extension. Emergence surveys identified one Common pipistrelle emerging from the hanging tiles on the front of the property.

Dusk emergence surveys were carried out by Arbtech on 28 July, 18 August and 8 September 2025. The first Common pipistrelle bats activity was recorded 8 minutes after sunset on 18 August, and within 16 minutes on 28 July. No bats were recorded emerging or re-entering B1. The flight paths of Common pipistrelle seen or recorded foraging around the house are provided in the Appendix 1: BERS plan.

I agree with the Ecologist's summary and the conclusion that while surveys in 2025 showed no signs of a current roost, a Common pipistrelle day roost way found under a hanging tile/s on the northwestern elevation. This indicates that there is a risk of

illegally injuring or disturbing bats as a result of the proposed works, therefore precautionary working measures are needed to reduce risk to an acceptable level. The Block Plan (RRS Designs, Dwg AS01525-BP01, October 2025) does not indicate the proposal to integrate a bat tube or brick within the new extension. If the application is approved, I suggest AS01525-BP01 is not included in condition 2. The integrated bat box/tube types listed in BERS page 24 or equivalent are acceptable.

Summary

Provided that implementation of the precautionary working measures including pre-commencement check, the proposed mitigation enhancement measures, a biodiversity-sensitive external lighting condition and the use of a non-snagging roofing membrane are secured by condition, there are no ecological objections to the proposals.

Recommended Conditions:

Condition: *Works are to be carried out in full accordance with the recommendations and biodiversity enhancements given in pages 22–24 of the submitted Bat Emergence and Re-Entry Surveys Report (Arbtech, 10 October 2025). Works affecting the roof and loft shall be undertaken under the supervision of an appropriately qualified ecologist or a Natural England Bat licence holder with experience of supervising where there is a risk of bats being present. Works are to follow a method statement agreed between the ecologist and the contractor detailing techniques, including the careful removal of tiles by hand, and the procedure to follow should bats or signs of bats be found. The new roof lining is to be bitumen 1F type roofing felt, or a breathable membrane that has a Natural England certificate demonstrating it has passed a snagging propensity test. Within one month of substantial completion a short closing-out report demonstrating that the bat mitigation and enhancement measures have been implemented to the satisfaction of the Owner's Ecologist is to be issued to the council.*

Condition: *At no time shall any forms of external lighting be installed on the site or affixed to any buildings on the site without the prior written approval of the local planning and unless it is in accordance with the recommendation Guidance Note 08/23 Bats and Lighting at Night (BCT/ILP).*

Reason: To ensure that biodiversity, protected and priority species are not adversely affected by the proposals. Relevant policy: NPPF 2024 paragraph 198 Section 15 (Conserving and Enhancing the Natural Environment), 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:	27 January 2026
Date:	22 January 2026
Earliest date for decision:	17 December 2025

Recommendation agreed by:	
(Authorised Officer)	
Date:	27/01/26