

## DELEGATED OFFICER REPORT



**WOKINGHAM**  
**BOROUGH COUNCIL**

|                                                                                                                                                   |                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Application Number:</b>                                                                                                                        | 252371                                                            |
| <b>Site Address:</b>                                                                                                                              | The Forge, Basingstoke Road, Three Mile Cross, Wokingham, RG7 1AT |
| <b>Expiry Date:</b>                                                                                                                               | 19 January 2026                                                   |
| <b>Site Visit Date:</b>                                                                                                                           | 6 January 2026                                                    |
| <b>Proposal:</b> Householder application for the proposed first floor extension to existing single storey dwelling including raising of the roof. |                                                                   |

### **PLANNING POLICY**

|                                                  |                                                                                                               |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>National Policy</b>                           | National Planning Policy Framework (NPPF)<br>National Planning Policy Guidance (NPPG)                         |
| <b>Core Strategy (CS)</b>                        | CP1 – Sustainable Development<br>CP5 – Housing Mix, Density and Affordability                                 |
| <b>MDD Local Plan (MDD)</b>                      | CC01 – Presumption in Favour of Sustainable Development<br>CC03 – Green Infrastructure, Trees and Landscaping |
| <b>Joint Minerals and Waste Plan (JMWP)</b>      | DM1 - Sustainable Development                                                                                 |
| <b>Wokingham Borough Local Plan Update (LPU)</b> | SS1 – Sustainable development principles                                                                      |
| <b>Other</b>                                     | Borough Design Guide Supplementary Planning Document<br>CIL Guidance + 123 List                               |

### **PLANNING HISTORY**

| Application No. | Description                                                                                                                       | Decision & Date              |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 241158          | Full application for the proposed change of use to a 1 bedroom unit with associated alterations and external works. Class use C3. | Approve<br>30 September 2024 |

|        |                                                                                                                                                                                                                           |                             |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 232892 | Full application for the proposed change of use of existing B1 workshop building to C3 Residential building to form a 1 bedroom unit with associated alterations and external works.                                      | Refused<br>23 January 2024  |
| 183283 | Full application for the change of use of garage to office building ( retrospective).                                                                                                                                     | Refused<br>13 February 2019 |
| 191406 | Application for a certificate of existing lawful development for the former garage building has been used as an office associated with the printing business, continuously, since Fine Images moved to The Forge in 2007. | Refused<br>15 August 2019   |

## CONSULTATION RESPONSES

### Internal

WBC Built Heritage Officer- No objections  
WBC Ecology- No objections

### External

N/A

## REPRESENTATIONS

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parish/Town Council | Shinfield Parish Council has concerns of the access into the neighbouring outbuilding and the parking arrangements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Ward Member(s)      | No comments received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Neighbours          | <ul style="list-style-type: none"> <li>Security has been compromised since the change of use from commercial to residential (planning application 232892), with the outer gate being left open by the dwelling's occupants.</li> <li>The bowls club relies on the locked metal gate for security, and leaving it open reduces protection for both the club and the MOT garage.</li> <li>There is concern that vehicles associated with the dwelling may block access to the bowls club.</li> <li>There are concerns about overlooking into the neighbouring property.</li> </ul> <p>(Officers note: Security and issues arising due to the gate are not material planning matters and are rather civil matters that are not impacted by this submission.)</p> |

## APPRAISAL

### Site Description:

The application site is located on Basingstoke Road within the major development of Shinfield. The existing building is a single-storey detached bungalow- previously a class B1 unit.

### **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, in the major development of Shinfield 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 requires the proposed first floor extension to maintain or enhance the high quality of design.

CP3 of the Core Strategy requires the proposed first floor extension to be of an appropriate scale, mass, built form, height, materials and character to the area together with a high quality of design.

The proposed raising of the roof would increase the ridge height by approximately c.1.5m. This increase in height is considered to be acceptable in the context of similar two storey properties along Basingstoke Road and within the immediate vicinity.

The proposed rooflights and dormer are considered to be modest additions that are clearly subservient to the host property, therefore, would not adversely impact the character of the area.

While the proposed raising of the roof would be a significant change to the host dwelling, it is well designed in respect of retaining a similar pitch and respecting the existing gaps between the dwelling and its side boundaries.

The proposed single storey extension and raising of roof, including the dormer are subservient to the existing built form as the materials used to construct them will be made to match the rest of the main dwelling. These are identified on the application form to consist of interlocking tiles to match existing for the roof and face brickwork to match existing for the walls.

### **Neighbouring Amenity:**

CP3 says the proposed first floor extension should not have any detriment to the amenities of adjoining land users including open spaces or occupiers' quality of life.

*Overlooking:*

The new dormers would overlook the front amenity space and the bowls club located in front. As there are no residential properties opposite the applications site, these dormers would pose no overlooking concerns. Given the location of the rooflights there will be an oblique angle of visibility to the neighbouring properties' gardens. Given the arc of outlook this will not result in detrimental material harm to neighbouring occupiers. The proposed development is located very near to the boundary with neighbouring property 'Driftside'. The BDG states that a minimum 22m distance is acceptable for back to back elevation to maintain privacy and limit sense of enclosure, the current distance is c.21.25m, this is slightly under, however it is an acceptable distance and ensures there is no overlooking into neighbouring properties.

*Loss of Light:*

The neighbouring property 'Driftside' is located c.21.25m away from the proposed development, there will be no loss of light on the property due to how far it is set back. There will also be no loss of light on neighbouring property 'Allan Dene' as it is located c.16.63m away.

*Overbearing:*

The proposed raising of the roof is modest in height and design and would not cause any overbearing. Due to the existing gap between the site and the adjacent neighbour being retained, there are no concerns relating to potential overbearing impact on the neighbouring property or its rear garden space.

With respect to the neighbouring property to the west, the development meets the minimum back to flank separation distance for a two storey houses of 12m, as set out in the Borough Design Guide SPD.

**Parking :**

The application retains sufficient parking space.

**Amenity Space:**

The proposal does not have an rear amenity space, however would not adversely harm the usability of the site's rear amenity space for current and future occupiers.

**Built Heritage:**

WBC Built Heritage officer states "The application proposes the first-floor extension, as to raise the roof by 1.5m, including wall dormers and rooflights, to the building known as The Forge, a former commercial unit converted to residential use under application 241158. The application site is located within the Three Mile Cross Area of Special Character, and within the wider setting of The Mitford and The Swan – both Grade II listed buildings.

The building is set back from the highway and concealed by the mid-20th century dwellings on the Basingstoke Road. Given the limited contribution to the character and appearance of the AoSC, combined with the previous approval and subsequent alterations along with the relatively modest proposed building height and design, no objection is raised to the application from a heritage perspective.”

#### **Ecology:**

The WBC Ecology officer states that “ I have reviewed the surveyors letter of 15 October and site history as well as the plans and elevations submitted in support of the application. There are no ecological objections to the development as proposed.”

#### **Conclusion:**

In conclusion, the proposed first floor extension to existing single storey dwelling including raising of the roof would not detrimentally harm the character and appearance of the area, it would not significantly harm neighbouring amenity nor highway safety. It is compliant with CP1 and CP3 of the Core Strategy as well as the provisions of the Borough Design Guide. Accordingly, it is recommended for approval.

**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.

| <b>RECOMMENDATION</b>              |                  |
|------------------------------------|------------------|
| <b>Conditions agreed:</b>          | Yes              |
| <b>Recommendation:</b>             | Approve          |
| <b>Date:</b>                       | 15 January 2026  |
| <b>Earliest date for decision:</b> | 18 December 2025 |

|                                                               |                   |
|---------------------------------------------------------------|-------------------|
| <b>Recommendation<br/>agreed by:<br/>(Authorised Officer)</b> | <i>MC</i>         |
| <b>Date:</b>                                                  | <b>19.01.2026</b> |

**PLANNING CONSTRAINTS/STATUS**

*Insert where relevant*