

DELEGATED OFFICER REPORT



**WOKINGHAM
BOROUGH COUNCIL**

Application Number:	252246
Site Address:	Flat, 578 Reading Road, Winnersh, Wokingham, RG41 5HA
Expiry Date:	12 January 2026
Site Visit Date:	19 December 2025
Proposal: Full application for the proposed change of use of part of the ground floor of existing building from use Class E to Class C3 along with the installation of a front door and 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 CP5 – Housing Mix, Density and Affordability CP6 – Managing Travel Demand CP9 – Scale and Location of Development Proposals CP17 – Housing Delivery
MDD Local Plan (MDD)		CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits CC07 – Parking CC09 – Development and Flood Risk CC10 – Sustainable Drainage TB05 – Housing Mix TB07 – Internal Space Standards
Other		Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

NO RELEVANT PLANNING HISTORY

CONSULTATION RESPONSES
Internal
WBC Drainage – No objection
WBC Highways – Request further information
WBC CIL – No comments
WBC Ecology – Request further information
External
None

REPRESENTATIONS

Winnersh Parish Council	No observations
Ward Member(s)	No comments received
Neighbours	<p>One letter received by a neighbouring resident, seeking clarification on the following:</p> <ul style="list-style-type: none"> • Discrepancies between plans and planning statement regarding removal of rear windows and installation of side windows. • Uncertainty over which windows are being removed, relocated, or enlarged, and their exact positions. • Lack of detail on obscured glazing, raising privacy concerns due to potential overlooking of their rooms and garden.

APPRAISAL

Context: The application site is located on Reading Road in Winnersh and forms the transition between a row of residential dwellings and adjacent industrial uses. The building comprises a residential flat above a ground-floor commercial unit currently occupied by a carpet and furniture business. Planning permission is sought for the installation of a staircase to provide a self-contained access to the flat, together with the addition of a new front door and alterations to fenestration. As part of the ground floor will be lost to accommodate the staircase, a minor change of use from Class E to Class C3 is also required.

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.

Although the installation of a staircase to provide access to the flat above would result in a minor reduction in commercial floor space, the loss is considered negligible and would not adversely affect the operation or scale of the business. Therefore, there is no objection in principle to the proposed development.

Character of the Area: The proposed external alterations are limited in scope, comprising the installation of a new front door and minor changes to fenestration.

These modifications would not materially affect the building's overall appearance and therefore would cause no harm to the character of the surrounding area. The proposal is considered to accord with Policies CP1 and CP3 of the Core Strategy.

Neighbouring Amenity: The Planning Statement refers to fenestration changes, stating: "*Additional changes are proposed to the fenestration of the building in the form of the removal of two rear-facing windows (and their bricking up) and the installation of two south-east facing side windows as replacement.*" However, this does not appear to be reflected in the submitted plans, which show no difference between the existing and proposed elevations in terms of window placement. This discrepancy was also raised by a neighbouring resident during the representation process.

It has since been confirmed to the Local Planning Authority that no changes to window positioning will occur as part of the development, and the referenced extract was included in the Planning Statement in error. As no new outlooks are being created, there are no concerns regarding overlooking.

Furthermore, there is no increase in built form; therefore, issues relating to overbearing impact or loss of light do not arise.

Highway Access and Parking Provision: The Highways Officer raised no objection to the proposed development but requested confirmation from the applicant that the site can continue to meet the existing demand for the ground floor commercial use. Given the limited nature of the alterations, it is considered that there would be no impact on existing parking provision, and therefore, requesting further information on this matter is unnecessary. The proposal would not result in any increased demand for either the commercial or residential uses.

Flooding and Drainage: No objection has been raised by the Drainage Officer.

Ecology: WBC Ecology have requested the submission of a preliminary bat survey on the basis that the replacement of the first-floor windows could damage the soffits above, thus potentially impacting upon roosting features. This is considered a disproportionate request to the scale of development, the urban location and the limited potential disturbance caused. As such, the requested survey is not required.

Conclusion: For all the above, the proposal is acceptable and the application 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.

RECOMMENDATION	
Conditions agreed:	Not required
Recommendation:	Approve
Date:	9 January 2026
Earliest date for decision:	9 December 2025

Recommendation agreed by: (Authorised Officer)	<i>JMM</i>
Date:	9 January 2026

PLANNING CONSTRAINTS/STATUS

- *Major Development Location of Winnersh*
- *Flood Zone 2*