

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	260503
Site Address:	6 Retford Close, Woodley, Wokingham, RG5 4TP
Expiry Date:	4 May 2026
Site Visit Date:	27 April 2026
Proposal: Householder application for proposed erection of 2 storey side extension, single storey rear extension with changes to fenestration, relocation of the side boundary and erection of a fence.	

PLANNING CONSTRAINTS/STATUS

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

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
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List Woodley Design Statement

PLANNING HISTORY

Application No.	Description	Decision & Date
421/72	Detached House	Approve

		13 th April 1972
28754	Front porch extension and rear garage extension to form utility. Increase height of garage.	Approve 6 th November 1981

CONSULTATION RESPONSES

Internal

N/A

External

N/A

REPRESENTATIONS

Parish/Town Council	No objection raised.
Ward Member(s)	No comments received.
Neighbours	One neighbour comment received: We would like to see the exact position of the garden wall after the adjustment of the wall towards the boundary. It will affect the outlook from our house opposite the wall.

APPRAISAL

Site Description: A detached dwelling with an attached garage located in a residential cul-de-sac in Woodley. It has an open plan front garden and the east facing side boundary comprises a wall and vegetation that is adjacent to an adopted footpath connecting Retford Close with Uppingham Drive.

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: The 2-storey side extension would facilitate a bedroom on the first floor measuring 4.8m in depth; and an enlarged kitchen/dining /living area on the ground floor measuring approximately 8.7m in depth. It would measure approximately 5.4m in width and, 5m to the top of the eaves and the maximum height to the top of the

pitch roof would be 6.4m. It would be set down from the main roof by approximately 0.6m and set back approximately 0.8m from the principal elevation. The first floor front and side walls would be aligned with the ground floor. There would be 2 windows on the front elevation and the separation distance with the front of no. 17 Retford Close would be approximately 26m. The separation distance of the proposed flank wall with the front elevation of 7 Retford Drive would be approximately 16.5m; there would be one side window/glazed door at ground floor level that would be located at least 4m from the side boundary wall.

The single storey rear extension would measure approximately 10m in width, and project back from the existing rear wall by approximately 2.2m. There would be glazed doors and a window to the rear elevation. The rear flat roof would measure approximately 4.4m in width and be a maximum of 3m in height. The rear sloping roof would have 3 no. rooflights and the maximum eaves height at the rear would be approximately 3.2m.

The changes to fenestration include grey aluminium framed metal window and door frames at the rear.

The relocation of approximately 14m of the side boundary with removal of the wall and erection of a fence to the side boundary approximately 1.8m in height and a fence with gate set back 2.6m from the front wall of the extension.

Procedural Matters

Revised Proposed Floor and Elevation plans were received by the Council on 6th May 2026, and after the consultation date had ended. However, the revised proposed plans showed a minor amendment to show the height of the proposed fence to be 1.8m in height. 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 comprising detached dwellings of a similar age, of varying designs and having open frontages with front gardens laid to soft landscaping and a driveway for off street parking. The side/rear of the application site is located adjacent to a public footpath to Uppingham Drive. There are other examples of first floor side extensions at no's 2,4 and 8 Retford Close.

The Wokingham Borough Council Design Guide (BDG) provides some guidance on extensions which relate to design and scale and states that the maximum eaves height and ridge height should be no more than those of the existing property, it should be set back by 1m and should be at least 1m from the plot boundary. In this case, the roof would be set down from the main roof by approximately 0.6m and the front wall would be set back approximately 0.8m from the principal elevation. from the

principal elevation. The first floor front and side walls would be aligned with the ground floor. However, given that the separation distance with the side boundary would be at least 4m, with the front of no. 17 Retford Close would be approximately 26m and the proposed flank wall would be 16.5m with the front elevation of 7 Retford Drive, the rhythm of buildings and gaps between them along the street frontages would not be harmed.

Approximately 14m of the side boundary wall and vegetation facing onto the public footpath would be replaced with a close board fence and concrete posts. The separation distance with the public footpath would be between 0.7m and 1.8m and it would be approximately 11m from the front elevation of no. 7 Retford Close. A front facing wooden fence panel and gate would be set back approximately 2.6m from the front wall of the side extension and screened from the public realm by tall trees and vegetation. Therefore, the relocated boundary and fence would be partially visible from the public realm but would not cause significant harm to 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: There are no additional windows proposed to the side and rear of the extension at first floor level. The front elevation windows would have a separation distance of approximately 26m with the front habitable rooms at 17 Retford Close. The ground floor side window/door would face onto a brick wall approximately 1.8m in height, and the rear doors and window would not overlook habitable rooms. Therefore, there would be no significant harm to neighbour amenity in relation to loss of privacy.

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. The proposal would comply with the horizontal and vertical 45-degree angle tests in relation to nearest neighbouring habitable room. Therefore, there would be no significant overshadowing to neighbour amenity.

Overbearing: The Wokingham Borough Council Design Guide (BDG) provides some guidance on extensions which relate to protecting residential amenity. It states that rear extensions should not project more than 4 meters from the main rear wall where they are close to a boundary and the eaves height of single storey extensions should not exceed 3m within 2m of a side boundary. In this case, the rear single storey extension would project approximately 2.2m from the existing rear wall and would be located approximately 9.8m from the side boundary adjoining 5 Redford Close. The 2-storey side extension would not face onto private rear gardens. Therefore, it would not have a visually overbearing appearance when viewed from neighbouring properties.

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

Highway Access and Parking Provision: The applicant proposes 2 additional habitable rooms. The depth of the existing garage does not comply with dimensions in the WBC Car Parking Standards. Therefore, the development will require 3 driveway parking spaces within the red line boundary. Each parking space shall have minimum dimensions of 5.0m x 2.5m. The proposed driveway has sufficient space to accommodate at least three cars, which is acceptable.

Ecology: The application site is designated as suitable habitat for bat roosting. However, the applicant has confirmed that the development will not impact the main roof. Therefore, a Bat Survey is not required.

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:	06 May 2026
Earliest date for decision:	30 March 2026

Recommendation agreed by:	
(Authorised Officer)	
Date:	07/05/26