Date: 2 July 2026
Application: 261334

Keith Evans
Tall Oaks Ltd
The Old Rose Garden
Orchard Road
Hurst
Berkshire
RG40 5SA

WOKINGHAM BOROUGH COUNCIL

Development Management & Compliance
P.O. Box 157
Shute End, Wokingham
Berkshire, RG40 1BN
Tel: (0118) 974 6000
Minicom No: (0118) 974 6991

Pre-application Advice Response Letter

Application Number: 261334

Site Address: 46 Arthur Road, Wokingham, Berkshire, RG41 2SY

Expiry Date: 3 July 2026

Proposal: Pre-application advice for the proposed driveway extension and associated tree works.

Dear Keith Evans

Thank you for your request for planning advice which was validated on 5 June 2026. This letter will provide advice about your project and what you may need to do when submitting a planning application.

At this stage, we have not consulted anyone else about your project, such as your neighbours, but we would do so if a planning application is submitted. Before you submit a planning application, we recommend that you discuss your project with your neighbours, Also, most applicants employ an agent to submit their planning application for them.

We have provided a frequently asked questions page to answer some of the common queries about planning which will help explain the planning application process.

Description of Proposal

Repair and resurfacing of the front driveway with permeable resin-bound aggregate, together with associated works to tree roots. Two WBC Tree Officers met the Planning Agent on site on 22nd June 2026 to provide informal advice. No plans have been submitted to show the driveway entrance or access arrangements. Therefore, a limited assessment will be made based purely on description provided.

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Site and Surroundings

The dwelling is located on a residential road in Wokingham. The front driveway slopes towards the house, is approximately 170m^2 and laid with semi permeable bricks. The Blue Atlas Cedar (Cedrus atlantica var glauca) is currently protected by Tree Preservation Order TPO-0714-1995 and located within the red line of the application site; and the roots have displaced some bricks on the front driveway creating an uneven surface in places.

Planning History

Application Number	Description	Decision & Date
052446	Proposed single storey side extension to dwelling to form garage and conversion of existing garage to habitable room.	Approve 08 November 2005
110075	Proposed erection of single storey rear extension to dwelling and front extension to entrance hall/porch.	Approve 28 June 2011
230559	Works To Protected Tree(s) TPO 714/1995, T1, Blue Atlas Cedar Crown reduce lower lateral branches by 2.5m.	Tree Consent 31 May 2023
260550	Works To Protected Tree(s) TPO 714/1995, T1, Blue Atlas Cedar Fell.	Refuse 07 May 2026

Assessment of Project

Planning applications are considered against national and local planning policy. The policies most relevant to your project are listed below and you can read the policy documents here:

- National Planning Policy Framework (NPPF)
- National Planning Policy Guidance (NPPG)
- Core Strategy, Managing Development Delivery Local Plan
- Borough Design Guide and Village Design Statements

Your scheme has been assessed against the following criteria:

Principle *Relevant policies: CP9, CC01 & CC02. Where relevant, CP11 & CP12*	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.

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	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.
Character & Design *Relevant policies: CP1 & CP3*	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 comprises a residential road with detached and semi-detached dwellings of varying designs and ages. The road widens at the application site, where the kerb in front of the boundary has a crescent-shaped alignment. The front boundary is defined by a low brick wall. In this case, the proposed driveway would not cause significant harm to the character of the area and would likely comply with Policy CP1 and CP3 of the Core Strategy. Furthermore, if permitted development rights for the site are available, the driveway resurfacing maybe considered permitted development under *Class F, Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015*. However, an application for a Certificate of Lawful Development would be required to receive the Council's formal opinion on the matter.
Neighbour impact *Relevant policies: CP3*	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. In this case the proposal would not cause significant harm to neighbour amenity in terms of overlooking, loss of light and overbearing.

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Highways *Relevant policies: CP6*	The Highways Officer has requested further information and commented: *"The applicant is required to provide an indicative plan to show the proposed design of the driveway extension.* *Highways note the cover to the utilities chamber in the place where the driveway access may potentially be extended. The applicant should consult the utility operator / WBC's Streetworks team. The applicant will be responsible to all costs involved for the works, if appropriate.* *<u>Visibility</u>* *If changes to the access arrangement are proposed, Highways would request the following:* *Arthur Road is subject to a 20mph speed limit which requires visibility splays of 2.4m x 25m to be achieved to the nearside edge of the carriageway in both directions, in accordance with Manual for Street. The visibility is to be measured along the tangent of the bulge kerb line to the nearside edge of the carriageway. The sightlines shall be across land within the applicant's control or highway land and shall be clear of obstructions to visibility exceeding 0.6m in height.* *2m x 2m pedestrian visibility splays would also be required, measured from the rear of the footway and to along the footway in both directions.* *The applicant should note that changes to the dropped kerb arrangement would require obtaining separate consent from WBC's Traffic Management (TM) team. TM are unlikely to accept a dropped kerb that exceeds 3.6m in length.* *<u>Car Parking</u>* *Highways would also consider whether the car parking arrangement remains suitable for the dwelling. However, given the applicant is seeking an extension to the driveway, it is considered that this would remain unchanged."*
Trees *Relevant policies: CC03*	In principle, the Council's Tree and Landscape Officer has no objection to the proposed changes to the existing driveway and associated tree works and has commented:

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"*The front garden is dominated by a steeply sloped driveway and a small planting area containing a mature single protected tree, a Blue Atlas Cedar (Cedrus atlantica var glauca). (Ref: TPO-0714-1995, T1) The current driveway is comprised primarily of a permeable brick paver with sand base. There is a long French drain where the sloped driveway meets a flat area in front of the dwelling and used as a car park area for two vehicles.*

The roots of the protected tree have caused bricks in several areas of the driveway to lift, creating an uneven surface with trip hazards for residents, visitors, and delivery personnel to the dwelling. The applicant wishes to resurface the driveway with permeable resin-bound aggregate, a more flexible yet permeable surfacing if maintained properly.

A Tree Works application (TWA) should be submitted and include the following:

- *Information about the resin-bound aggregate product including a profile figure drawing which illustrates substrates and surfacing dimensions and materials*

- *The size and number of roots proposed to be cut, and their location should be estimated and included. Localised excavations by hand for a more accurate estimate is encouraged and does not require the Council's approval.*

- *An Arboricultural Method Statement (AMS) be provided which should include:*
    - *Excavation process of the existing paving, preferably with minimal use of machineries within the root protection area to avoid compaction and root damage*
    - *Protection of tree roots after cutting to avoid dessication*
    - *Photo documentation and other evidence of the root excavation and cutting*
    - *Sub-base levelling and laying of the substrate and resin aggregate procedures*
    - *Long-term maintenance guidance for the resin bound aggregate surfacing, including the need to vacuum the surface to remove particulate matter which clogs*

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	porous spaces of the surfacing overtime and ultimately, can reduce water penetration, air flow, etc. o *Tree Protection measures to safeguard the protected tree from damage during construction, including temporary fencing to be erected along the existing planter as illustrated through a simple drawing. This fencing should remain in place during the time the resurfacing is being carried out. No construction materials are to be stored, nor construction activities undertaken between the fence and the tree. Instead, the front driveway should be used as the staging area for construction works.* *The following is also recommended:* • *Consider the timing of root excavation and removal. Ideally this should be carried out during the tree's dormant period (usually end of October through March).* • *Increase (existing) open soft landscaping to provide more aeration to the tree roots and access to rainwater. (The area where vehicles currently turn around could be reduced in size to increase soft landscaping at the tree's base.)* • *Consider installing full bullnose edging around the area described above (which does not require a foundation) to provide a more robust separation between the tree/open planting area and the driveway".*
Ecology *Relevant policies: CP7*	The application site is in an area suitable for bat roosting. However, given that the proposal does not involve modifications to the main roof of the dwelling, it would not be reasonable to request a bat survey in this instance. However, it should be noted that: *Bats are a protected species under the Conservation of Habitats and Species Regulations 2017 (as amended). Should any bats or evidence of bats be found prior to or during the development, all works must stop immediately, and an ecological consultant contacted for further advice before works can proceed. All contractors working on site should be made aware of the*

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advice and provided with the contact details of a relevant ecological consultant.

Summary

In summary, a Tree Works application supported by an Arboriculture Method Statement is required for any works to the driveway that may impact protected tree TPO 714/1995. The proposed resurfacing of the driveway is acceptable. Moreover, if permitted development rights are available at your property, the works to the driveway maybe considered permitted development under *Class F, Part 1 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015*. However, an application for a Certificate of Lawful Development would be required to receive the Council's formal opinion on the matter.

Once you are ready, we would recommend that you obtain several quotes from planning agents and employ one to submit your planning application for you. Tree Works applications can be submitted on the Planning Portal website. Please use the information available on the council's how to apply for planning permission page to help you submit the right plans and documents.

In addition to the application form, community infrastructure levy form and application fee, we would expect to see:

- Location Plan
- Site Plan
- An Arboricultural Method Statement (AMS)
- Information about the resin-bound aggregate surface
- The size and number of tree roots proposed to be cut, and location

Other Guidance

Your development may also require Building Regulation approval to ensure it is built to national safety, design, and environmental standards. The Council's Local Authority Building Control (LABC) service offers a full range of plan approval, inspection, and associated services through an ISO9001 nationally accredited team of qualified building surveyors. These surveyors work closely with the Council's planning department to ensure the appropriate construction of your build. To find out more visit the Council's Building Control website or call 0300 790 0580 to speak to a member of the team.

If your project requires a dropped kerb on the road in front of your house then you may require consent from the highway authority; further information is available on the Council's dropped kerbs page. Finally, if your project includes 100 sqm or more of new floor area then it is liable for the community infrastructure levy. Refer to the Council's CIL page for more information.

This concludes the pre-application process and I trust that this informal advice is of use to you. Please be aware that it is given without prejudice to any future decision that the Council may take. If you would like further advice, then a new pre-application submission and associated fee will be required.

Yours sincerely,

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Marcus Hillman

Planning Officer

Authorised by:



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