

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	252336
Site Address:	31 Mallard Close, Twyford, Wokingham, RG10 0BE
Expiry Date:	24 November 2025
Site Visit Date:	3 November 2025
Proposal: Householder application for the proposed conversion of the existing garage into habitable accommodation, including raising of the garage roof and fenestration alterations.	

PLANNING CONSTRAINTS/STATUS

Scale and Location of Development Proposals – Major Development Location – Twyford
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 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 H3 – Affordable housing NE1 – Biodiversity and geodiversity
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

PLANNING HISTORY

Application No.	Description	Decision & Date
200314	Householder application for the proposed erection of a first-floor front extension, single storey side and rear extension including 4no roof lights following demolition of existing	Approve 6 th April 2020

	garage/single storey extension.	
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CONSULTATION RESPONSES

Internal

WBC Highways – No Objection Subject to Condition

External

N/A

REPRESENTATIONS

Parish/Town Council	No comment made.
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Ward Member(s)	No comments received.
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Neighbours	No comments received.
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APPRAISAL

Site Description: A 1970s detached dwelling in the residential area of Twyford. The property has an attached garage and a front 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: Conversion of the existing garage into habitable accommodation, including raising of the garage roof and fenestration alterations. The proposal will have a flat roof and measure approximately 2.9m in height to the top of the side parapet, 5.5m in length and 3.5m in width. There will be a window on the front elevation and double doors at the rear. It will be set back approximately 6m from the principal elevation and be adjacent to the side boundary.

Procedural Matters

Revised Floor and Elevation plans were received by the Council on 13th November 2025, and after the consultation date had ended. However, the revised proposed plans showed a minor amendment to remove the front extension. 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 residential cul de sac comprising detached dwellings of a similar age and design. Properties are set well back from the road and have open plan front gardens. The application site is located opposite the junction with Colleton Drive. The neighbouring property at 29 Mallard Close benefits from a single storey side extension. The proposal would be set back approximately 6m from the principal elevation, the side wall would be adjacent to the boundary, and the maximum eaves height would not exceed 3m. Given that the proposal would be single storey and set well back from the main building line, it would not harm the rhythm of buildings and gaps between them along the street frontages or the wider character of the area.

Overall, the proposal would comply with Policy 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, Loss of Light and Overbearing: The side wall of the proposal would not have any windows facing onto no. 20 Mallard Close. The side wall of no.20 has a small, glazed window on the ground floor that does not serve a habitable room. The rear side boundary is a dense hedge approximately 2.5m in height and the double doors would be set back from the rear wall of no. 20. The proposal would have a flat roof occupying the same footprint as the existing garage roof and be less than 3m in height. Therefore, it would not reduce privacy, increase overshadowing or have an overbearing visual impact on neighbour amenity.

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

Highway Access and Parking Provision: The Highways Officer raises no objection subject to condition and has commented: *“While the total numbers of habitable rooms cannot be identified in this submission, with reference to the submitted plans in application reference 200314, there are four habitable rooms on the first floor. The proposal will therefore result in total numbers of seven habitable rooms.*

It was acknowledged by the applicant that the proposed works will affect the existing car parking arrangements, and two off-road car parking spaces in front of the property will be retained. The proposed car parking arrangements are acceptable and in line with current guidance. The removal of garage space requires reinstatement of the removed cycle storage space. Alternative cycle storage provision shall be identified when discharging the condition.

Recommended Condition: CF9 - CYCLE PARKING (TO BE APPROVED)”

Officer comment: Given the limited scale of the development and that there is available amenity space in the rear garden, it would not be reasonable to add a condition for cycle storage were this householder application to be approved.

Ecology: 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. An informative will be added to the decision notice stating 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 advice and provided with the contact details of a relevant ecological consultant.

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:	18 November 2025
Earliest date for decision:	27 October 2025

Recommendation agreed by: (Authorised Officer)	
Date:	18/11/25

