

DELEGATED OFFICER REPORT



WOKINGHAM
BOROUGH COUNCIL

Application Number:	252027
Site Address:	25 Priors Gardens, Spencers Wood, Wokingham
Expiry Date:	22 December 2025
Site Visit Date:	03 November 2025
Proposal: Householder application for the proposed insertion of 1no. window to the side elevation.	

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 CP6 – Managing Travel Demand CP7 – Biodiversity CP9 – Scale and Location of Development Proposals
MDD Local Plan (MDD)	CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits TB21 – Landscape Character TB23 – Biodiversity and Development
Wokingham Borough Local Plan Update (LPU)	SS1 – Sustainable development principles SS2 – Spatial strategy and settlement hierarchy DH1 – Place making and quality design DH2 – Safeguarding amenity
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List

PLANNING HISTORY – no planning history.		
Application No.	Description	Decision & Date
N/A	N/A	N/A

CONSULTATION RESPONSES	
Internal	
WBC Ecology Newts: No comments received.	
External	
n/a	

REPRESENTATIONS

Parish/Town Council	Shinfield Parish Council: No objection.
Ward Member(s)	No comments received
Neighbours	No comments received

APPRAISAL

Site Description:

The application site is located in Spencers Wood, a Modest Development Location. The dwelling is semi-detached and two-storey. Priors Gardens mostly consists of similar housing types, however, there are several detached properties, including the nearby dwelling, 29 Priors Gardens.

The host dwelling is constructed of red-brick and has a red-tiled roof. It has a moderately sized driveway which can accommodate 2no. vehicles and a small, grassed front garden with some vegetation and a singular tree. There is an attached garage to the right side of the property providing another 1no. parking space.

Proposal:

This is a householder application for the proposed insertion of 1no. window to the side elevation (toward the front end of the dwelling), overlooking the driveway.

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.

Design/ Character of the Area:

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.

Changes to Fenestration:

Initially, the Borough Design Guide (BDG) states that windows must be well-proportioned and not too large in size. The proposed window is approximately 1.2m in width and 1m in height. These dimensions are relative and fitting with the other windows on the property. Furthermore, 18 Priors Gardens, had an application approved for a

new window in the same position, and the measurements match this proposal (243033). The position and dimensions of this driveway window are consistent and standardised throughout Priors Gardens. For example, it is found on property no. 6,4, 18 and the neighbouring property, no. 27.

The design and shape of the windows is in keeping with the local character of the area. The proposal includes a lintel at the base of the window, with a bricked arch at the top. The aesthetics of this proposed window are compliment and conform with the existing windows on the host dwelling, as well as neighbouring properties (no. 6,4,18 and 27). The BDG states that new windows should be set back from the external surface of the building, the proposal meets this requirement of the BDG. The materials used will also match that of the host dwelling and surrounding properties. This will include a uPVC window with white frame, the arch is to be made of red-brick, and the lintel will be made of stone. Therefore, it meets the requirements of the BDG and Policies CP1 and CP3. This is achieved by its appropriate contribution to the local character, relating well to the surrounding built environment and ensuring a coherent design approach.

Neighbouring Amenity:

Overlooking:

The proposed ground floor window would overlook onto the driveway and ground floor kitchen window of no.27. This window would be a secondary window to the neighbour's kitchen. The proposed addition would not be a principal window to a main habitable room. No significant loss of privacy would occur especially given the primary outlook from both properties would be to their front and rear elevations and views from the window would primarily be across the respective driveways. Moreover, only limited protection can be offered to side facing windows which effectively 'borrow' their outlook from across neighbouring sites. The separation distance between the two windows is approx. 5.90m. Also, this is a ubiquitous arrangement, similar to which already exists at house nos. 6,4, 18 and 27 in Priors Gardens. As such, it is considered that such an addition would not result in harmful overlooking and significant loss of privacy.

Loss of light & Overbearing:

There is no risk or concern in these regards. The development is very minor, meaning any impact to these factors is minimal.

Highway Access and Parking Provision:

Policy CC07 of the MDD states that planning permission will only be granted where a proposed parking provision meets standards and that the development retains an appropriate overall level of off-street parking.

The proposal demonstrates 3no. total parking spaces. Due to the nature of the development (the insertion of 1no. windows), the off-site parking provision will not be affected. As such, a suitable level of parking will be retained.

Amenity Space:

There will be no impact to existing amenity space due to the nature of the development being the insertion of 1no. windows to the right-side elevation of the dwelling,

Ecology (Newts):

Policy CP7 of the Core Strategy and TB23 of the MDD seek to protect biodiversity.

The site is located within a Newt Consultation Zone. No comments were received from WBC Ecology Newts/NatureSpace. However, as this is a small-scale window development, it will not impact newts or their habitat.

Conclusion:

Taking all the above into consideration, the development is deemed acceptable in relation to policy and therefore recommended for approval.

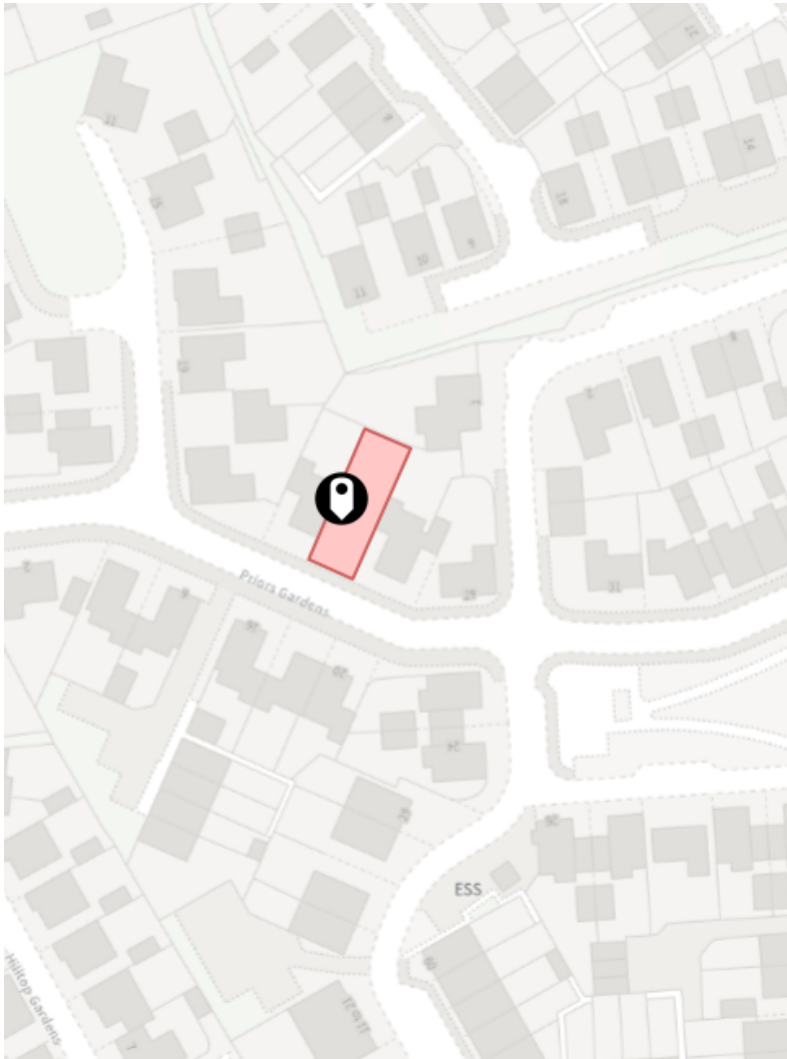
Community Infrastructure Levy (CIL): When planning permission is granted for a development that is CIL liable, the Council will issue a liability notice as soon as practicable after the day on which the planning permission first permits development. Completing the assumption of liability notice is a 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, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief. 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 subject to the following conditions: 1. Time Limit 2. Approved Plans 3. Materials and specified
Date:	19 November 2025
Earliest date for decision:	18 November 2025

Recommendation agreed by: (Authorised Officer)	
Date:	19/11/25

PLANNING CONSTRAINTS/STATUS



Affordable Housing Thresholds | Total count: 3

#	NAME
1	Within Modest or Limited Development Locations
2	Within Modest or Limited Development Locations
3	Within All Development Locations

Scale and Location of Development Proposals | Total count: 1

#	FEATURE_TYPE	NAME
1	Modest Development Locations	Spencers Wood

Strategic Development Locations | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME
1	Strategic Development Location	South of M4

Thames Basin Heath SPA Mitigation Zones | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME
1	Special Protection Area Linear Mitigation Zone	7km Linear Mitigation Zone

Major Nuclear Sites Consultation Zone | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	PLANNING_NOTE
1	Consultation Zone - Major Nuclear Site	AWE Burghfield - Detailed Emergency Planning Zone (DEPZ)	This is the DEPZ.

Aerodrome Safeguarding: Heathrow Consultation Zone | Total count: 1

#	Height Band	Wind Turbine	Aviation
1	All works exceeding 150 metres (492.1 feet)	NO	YES

EA Groundwater Zones | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	CONSULT
1	Groundwater Consultation Zones		

Groundwater Consultation Zone 3 Environment Agency (only if application involves contaminated land) – see separate sheet:

When to consult the Environment Agency

Great Crested Newt Impact Risk Zones | Total count: 1

#	FEATURE_TYPE	FEATURE_NAME	CONSULT
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1			
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Great Crested Newt Impact Risk Zone

Red For Householder applications check HH Layer. Consult NatureSpace for all other types of development

SSSI Impact Risk Zones | Total count: 1

#	IRZURL
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1	https://irz.geodata.org.uk/IRZ/step2.html?irzcode=0301000530000-res=11404&location=468808,165816%20(IRZ%20polygon%20centre)
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Landscape Character Assessment 2019 | Total count: 1

#	FEATURE_TYPE	Name
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1	Landscape Character Assessment 2019	Spencers Wood Settled and Farmed Clay
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Wards | Total count: 1

#	Name of area	Closest Approximate Distance
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1	Spencers Wood & Swallowfield Ward	0 m
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Parishes | Total count: 1

#	Name of area	Closest Approximate Distance
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1	Shinfield CP	0 m
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