



DESIGN & PLANNING STATEMENT

10 SHINFIELD ROAD, READING

October 2025



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VERSION CONTROL

FILE NAME	REV	DATE	ORIGINATOR / CHECKED	DETAILS
250007-KTE-XX-XX-	-	18/06/25	HH/RI	-
RP-A-0800-PLANNING	A	30/06/25	HH/RI/OH	CGIs added
STATEMENT	B	14/07/25	HH/RI/OH	Annotations
	C	15/07/25	HH/RI/OH	Annotations
	D	07/10/25	HH/RI/OH	Post Planning Amendments



1. INTRODUCTION

Kite Architects have been asked to prepare the following planning statement to support the application for the proposed extension of an existing dwelling at 10 Shinfield Road to provide 1 x 5 bedroom and 1 x 6 bedroom HMOs.

This document provides an overview of the existing site and planning context, and how the proposals relate to this.

This statement is to be read in conjunction with the following drawings:

250007_KTE-XX-00-DR-A-00005.P01_SITE LOCATION AND RED LINE
250007_KTE-XX-00-DR-A-00020.P04_EXISTING SITE PLAN
250007_KTE-XX-GF-DR-A-00021.P01_EXISTING FLOOR PLAN
250007_KTE-XX-XX-DR-A-00022.P01_EXISTING ELEVATIONS
250007_KTE-XX-GF-DR-A-00900.P06_PROPOSED SITE PLAN-GROUND FLOOR
250007_KTE-XX-01-DR-A-00901.P05_PROPOSED SITE PLAN - FIRST FLOOR
250007_KTE-XX-ZZ-DR-A-01120.P05_PROPOSED FLOOR PLANS
250007_KTE-XX-R1-DR-A-01121.P02_PROPOSED ROOF PLAN
250007_KTE-XX-XX-DR-A-01200.P05_ELEVATIONS 1
250007_KTE-XX-XX-DR-A-01201.P05_ELEVATIONS 2
250007_KTE-XX-XX-DR-A-01205.P02_EXIST. & PROP. STREET ELEVATIONS
250007_KTE-XX-XX-DR-A-01300.P03_PROPOSED SECTION



▲ AERIAL IMAGE - the site as existing



2. SITE LOCATION AND APPLICATION CONTEXT

The site is 749 m² and is within the administrative area of Reading Borough Council. This site is currently occupied by a one-storey single residential dwelling, of traditional construction.

The site is situated on Shinfield Road (A327), opposite to the University of Reading Sports Park, and approx. 2km south of Reading town centre.

The site lies to the south west of University of Reading and is situated in a large residential area dominated by two storey properties, which are a mixture of semi and detached properties with a variety of architectural styles.

The site is not situated in a conservation area, nor are there any statutory or locally listed buildings that might be adversely affected by the site's redevelopment.

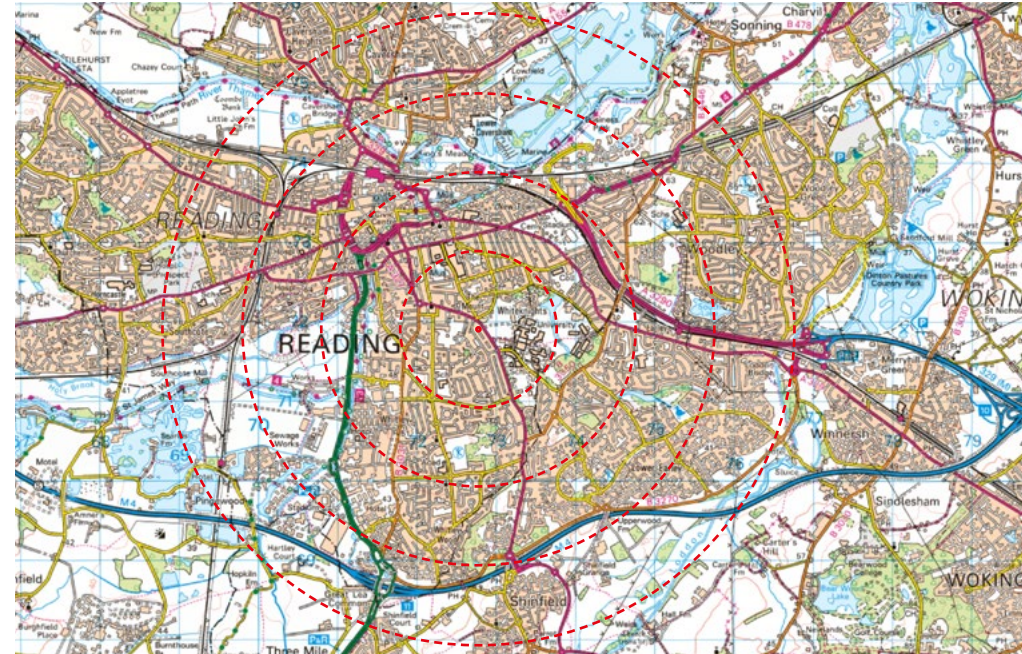
The application site is located within Zone 2, primary core area, of the Council's adopted parking standards and design SPD.

The site is located within 400m of Reading Council's High Frequency 'Premier Route' bus service. This service provides high quality bus routes to and from Reading town centre and other local centre facilities.

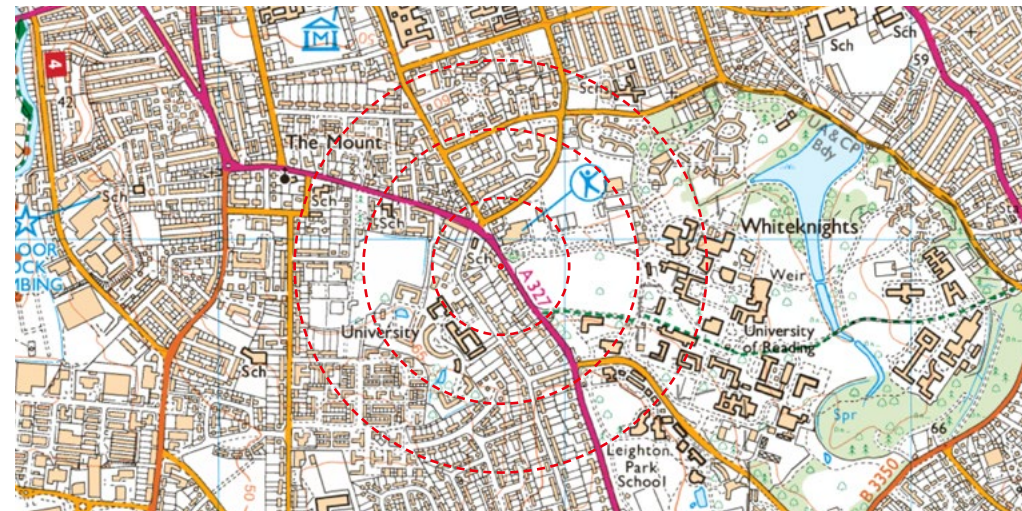
Reading town centre provides a good array of connections to several key destinations in the South East and South West.

Relevant planning history:

Site Address	Application No.	Decision	Description
10 Shinfield Road	PL/00/1151	Approve	Ground floor rear extension and internal alterations
20 Shinfield Road	PL/20/1879	Approve	Demolition of existing house and erection of a new, detached building to provide 4 x 2 bedroom apartments, together with associated car parking, bin and cycle storage, access and servicing arrangements, and landscaping improvement
8 Shinfield Road	PL/17/2207	Approve	Change of use from C3 dwelling to 7 bedroom large Sui Generis HMO, and single storey rear extension to accommodate 3 bedrooms to create a 10 bedroom, maximum 15 person HMO.



▲ SITE CONTEXT - rings at 1km intervals



▲ SITE CONTEXT - rings at 200m intervals



3. SITE AS EXISTING

The existing building is a single-storey 4 bedroom house with a GIA of 176.6 m². There is a generous drive to the front of the property, and a large landscaped garden to the rear.



▲ EXISTING BUILDING - front entrance & elevation



▲ EXISTING BUILDING - back garden



▲ EXISTING BUILDING - rear elevation



4. SITE CONTEXT

4.1. Scale

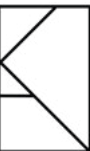
The scale of the existing bungalow is out of place in the existing street scene, where the majority of buildings are 2 storey.

4.2. Form

The majority of buildings in the street are detached houses with pitched roofs - often hipped at either side

4.3. Materiality

There are numerous brick buildings in the street scene, with some roughcast rendered properties.



5. PLANNING POLICY STATEMENT

This section identifies the key planning policy and guidance that is relevant to the proposals at a national and local level, and sets out how the proposals comply.

5.1. National Planning Policy Framework (NPPF) 2012 (updated 2019)

At the national level the Department of Communities and Local Government published the National Planning Policy Framework (NPPF) on 27th March 2012.

5.2. Reading Borough Local Plan - adopted November 2019

CC1: PRESUMPTION IN FAVOUR OF SUSTAINABLE DEVELOPMENT

A positive approach to considering development proposals will be taken that reflects the presumption in favour of sustainable development contained in the National Planning Policy Framework (NPPF). Where appropriate, the Council will work proactively with applicants jointly to find solutions which mean that proposals can be approved wherever possible.

Planning law requires that applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise. Planning applications that accord with the policies in the development plan (including, where relevant, with policies in neighbourhood plans) will be approved without delay, unless material considerations indicate otherwise. Proposed development that conflicts with the development plan will be refused, unless other material considerations indicate otherwise. Where there are no policies relevant to the application or the policies which are most important to determining the application are out of date at the time of making the decision then permission will be granted unless material considerations indicate otherwise – taking into account whether:

- The application of policies in the NPPF that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or*
- Any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in the NPPF taken as a whole.*

The proposals represent a sustainable development in that they will provide additional improved housing and be in accordance with the development plan.

CC3: ADAPTATION TO CLIMATE CHANGE

All developments will demonstrate how they have been designed to incorporate measures to adapt to climate change. The following measures shall be incorporated into development:

- Wherever possible, new buildings shall be orientated to maximise the opportunities for both natural heating and ventilation and reducing exposure to wind and other elements;*
- Proposals involving both new and existing buildings shall demonstrate how they have been designed to maximise resistance and resilience to climate change for example by including measures such as solar shading, thermal mass, heating and ventilation of the building and appropriately coloured materials in areas exposed to direct sunlight, green and brown roofs, green walls, etc;*
- Use of trees and other planting, where appropriate as part of a landscape scheme, to provide shading of amenity areas, buildings and streets and to help to connect habitat, designed with native plants that are carefully selected, managed and adaptable to meet the predicted changed climatic conditions; and*
- All development shall minimise the impact of surface water runoff from the development in the design of the drainage system, and where possible incorporate mitigation and resilience measures for any increases in river flooding levels as a result of climate change*

The proposals will significantly upgrade the existing building.

The existing building has a NE - SW orientation, which is ideal for avoiding overheating, whilst benefiting from good levels of sunlight. The proposals adheres to the same orientation.

The existing fabric has a good level of thermal insulation. The existing garage will be upgraded with internal thermal lining, and the new elements of the fabric will achieve U-values meeting Building Regulation Approved Document Part L.

There will be no additional water runoff from the development and new rainwater collection points are proposed.



CC5: WASTE MINIMISATION AND STORAGE

Development should demonstrate measures to minimise the generation of waste in the construction, use and life of buildings and promote more sustainable approaches to waste management, including the reuse and recycling of construction waste and the promotion of layouts and designs that provide adequate, well-designed space to facilitate waste storage, reuse, recycling and composting.

By reusing an existing building the development minimises the generation of waste during the construction process. Waste storage has been carefully considered as part of the design process.

CC6: ACCESSIBILITY AND THE INTENSITY OF DEVELOPMENT

The scale and density of development will be related to its level of accessibility by walking, cycling and public transport to a range of services and facilities, with the densest and largest scale development taking place in the most accessible locations. Unless it can be demonstrated that the accessibility of a site is to be significantly upgraded, for example, by providing high quality pedestrian routes or providing access to good public transport services, any new development must be at a scale, density and intensity appropriate to that level of accessibility.

The site is located close to the centre of Reading and University of Reading, and the proposals will result in a density of development that is appropriate for this highly accessible location.

CC7: DESIGN AND THE PUBLIC REALM

All development must be of high design quality that maintains and enhances the character and appearance of the area of Reading in which it is located. The various components of development form, including: -

- *Layout: urban structure and urban grain;*
- *Landscape;*
- *Density and mix;*
- *Scale: height and massing; and*
- *Architectural detail and materials*

will be assessed to ensure that the development proposed makes a positive contribution to the following urban design objectives: -

- *Character - a place with its own identity and sense of place*
- *Continuity and enclosure*
- *Quality of the public realm and provision of green infrastructure and landscaping*
- *Ease of movement and permeability*
- *Legibility - clear image and easy to understand*
- *Adaptability – capable of adaptation over time*
- *Diversity – meets a wide range of needs.*

Developments will also be assessed to ensure that they: -

- *Respond positively to their local context and create or reinforce local character and distinctiveness, including protecting and enhancing the historic environment of the Borough and providing value to the public realm;*
- *Create safe and accessible environments where crime and disorder or fear of crime does not undermine quality of life or community cohesion;*
- *Address the needs of all in society and are accessible, usable and easy to understand by them, including providing suitable access to, into and within, its facilities, for all potential users, including disabled people, so that they can use them safely and easily;*
- *Are visually attractive as a result of good high quality built forms and spaces, the inclusion of public art and appropriate materials and landscaping.*

Applications for major developments, or other relevant developments, should be accompanied by a design and access statement that deals with all the above matters.

The proposals are of a high standard of design that has taken into account the size, scale and type of local buildings. The proposed height and massing is more similar to the majority of buildings in the vicinity (which are primarily large 2 storey dwellings) than the existing bungalow.



CC8: SAFEGUARDING AMENITY

Development will not cause a detrimental impact on the living environment of existing residential properties or unacceptable living conditions for new residential properties, in terms of:

- Privacy and overlooking;
- Access to sunlight and daylight;
- Visual dominance and overbearing effects of a development;
- Harm to outlook;
- Noise and disturbance;
- Artificial lighting;
- Vibration;
- Dust and fumes;
- Smell;
- Crime and safety; or
- Wind, where the proposals involve new development of more than 8 storeys.

The position of habitable rooms, windows and outdoor living spaces will be particularly important. A back-to-back distance of 20 metres between dwellings is usually appropriate, although the circumstances on individual sites may enable dwellings to be closer without a detrimental effect on privacy.

As well as immediate impacts, other aspects to which this policy applies will include matters such as hours of operation of businesses, and effects of traffic movements, particularly of heavy goods vehicles (HGVs). Proposals which would generate regular movements of HGVs on residential roads will not be acceptable.

Where an otherwise acceptable development could change its character to a use that would have a greater impact on amenity without needing planning permission, conditions will be applied to restrict such changes.

- Access to sunlight and daylight. The rear and upwards extensions respect the 45deg daylight provision to the neighbouring properties. The small extension to the front of the property sits back from the front elevation of 8 Shinfield Road, preserving the existing building line
- Privacy and overlooking. The main aspect of the proposals will continue to be to front and rear.
- Visual dominance and overbearing affect of the development. The proposal has a similar footprint to the properties in the area, and an increased ridge height that does not stand out within the street scene. The increase to the existing ridge height is only 1.9m
- Harm to outlook. The neighbouring properties have their main outlook towards the front and rear of the plots, thus the new building will not block their aspect.
- Noise and disturbance; Artificial lighting; Vibration; Dust and fumes; Smell. The proposal has similar residential use as the previous building on site, so there will not be further disturbances regarding these aspects.
- Crime and safety. The proposed design offers high quality active frontage which provides passive surveillance.

H1: PROVISION OF HOUSING

Provision will be made for at least an additional 15,847 homes (averaging 689 homes per annum) in Reading Borough for the period 2013 to 2036.

The Council will continue to work with neighbouring authorities within the Western Berkshire Housing Market Area to ensure that the shortfall of 230 dwellings that cannot be provided within Reading will be met over the plan period.

H3: AFFORDABLE HOUSING

Residential development will make appropriate contribution towards affordable housing to meet the needs of Reading

- on sites of 10 or more dwellings, 30% of the total dwellings will be in the form of affordable housing;
- on sites of 5 – 9 dwellings, a financial contribution will be made that will enable the equivalent of 20% of the housing to be provided as affordable housing elsewhere in the Borough; and
- on sites of 1 – 4 dwellings, a financial contribution will be made that will enable the equivalent of 10% of the housing to be provided as affordable housing elsewhere in the Borough.

For sites of 10 or more dwellings, provision should be made on site in the first instance with a financial contribution being negotiated to make up the full requirement as appropriate.

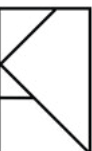
In all cases where proposals fall short of the policy target as a result of viability considerations, an open-book approach will be taken and the onus will be on the developer/landowner to clearly demonstrate the circumstances justifying a lower affordable housing contribution.

In determining residential applications the Council will assess the site size, suitability and type of units to be delivered in relation to the current evidence of identified needs. The Council will seek an appropriate tenure mix of affordable housing to include social rented, affordable rent, intermediate rent and shared ownership affordable units. The affordable units provided should be integrated into the development.

Priority needs are currently for housing with two or more bedrooms that can house families. The Council will regularly monitor and review the need for, and delivery of, affordable housing.

AFFORDABLE HOUSING STATEMENT

The proposal falls within 'Sites of 1-4 dwellings' and thus is eligible for providing an Affordable Housing financial contribution. The applicant reserves their right to submit a Viability Assessment as part of the application.



H8: RESIDENTIAL CONVERSIONS

Proposals to convert buildings into self-contained flats or for multiple occupation will be assessed against the impact on the amenity and character of the surrounding area, particularly in terms of intensification of activity, loss of privacy, loss of external amenity space, the provision and location of adequate on-site car parking and the treatment of bin storage areas and other related servicing.

Proposals to convert properties into self-contained flats or for multiple occupation will only be acceptable where:

- *The proposal respects the physical character of the area in terms of scale, location, materials and design, the arrangement of doors, windows and other principal architectural features;*
- *The proposal would not, either individually or cumulatively, unduly dilute or harm an existing mixed and sustainable community through the significant loss of single family housing;*
- *There are no unacceptable adverse impacts to residents of the scheme or surrounding properties arising from noise and disturbance in terms of the number and layout of units proposed and the proximity to other properties;*
- *There is no inappropriate stacking and location of rooms between units;*
- *Bin and cycle storage is of an appropriate size and standard for the units proposed and should be located at ground floor level with easy access; and*
- *The resulting property or properties would provide adequate internal floorspace and headroom for residents.*

Additionally, in the case of conversions of houses to self-contained flats:

- *The property to be converted measures more than 120 square metres gross;*
- *At least 25% of the units formed and, where there are 4 or fewer units at least one unit of accommodation, should be suitable for family occupation with a minimum of two bedrooms.*

Additionally, in the case of sui generis houses in multiple occupation (HMOs):

- *The property to be converted measures more than 120 square metres gross;*
- *There is sufficient communal space.*

Additionally, in areas covered by an Article 4 direction that restricts changes of use from Class C3 to Class C4:

- *Planning permission will not normally be granted where the proportion of HMOs (either C4 or sui generis) will result in HMOs representing 25% or more of the residential properties within a circle of 50m radius measured from the application site.*

The proposals are of a high standard of design that has taken into account the size, scale and type of local buildings. The proposed height and massing is more similar to the majority of buildings in the vicinity (which are primarily large 2 storey dwellings) than the existing bungalow.

The units benefit from generous bin and cycle storage.

At a minimum of 12sqm, the areas of all bedroom are significantly over that required, and all bedrooms benefit from ensuite facilities. Communal spaces are also generous, and stacked to ensure minimal disturbance to future residents.

The site falls outside of the area covered by the Article 4 direction.

H9: HOUSE EXTENSIONS AND ANCILLARY ACCOMMODATION

An extension to a house or other householder development will be acceptable where it:

- *Respects the character and appearance of the house in terms of scale, location, materials and design;*
- *Respects the character and pattern of neighbouring properties and appearance of the street as a whole in terms of scale, location, materials and design, the arrangement of doors, windows and other principal architectural features and any important existing building line;*
- *Does not present an overbearing impact on neighbours or a large blank façade to public areas; and*
- *Does not result in a loss of biodiversity within gardens.*

In addition to the above, ancillary accommodation, such as granny annexes, will be acceptable where it would not be capable of operating as a separate dwelling which could be let or sold separately.

The proposal respects the character and appearance of the neighbouring properties, and draws from them in terms of its form and materiality. It is not overbearing and its massing is appropriate for the area.

H10: PRIVATE AND COMMUNAL OUTDOOR SPACE

Dwellings will be provided with functional private or communal open space, including green space wherever possible, that allows for suitable sitting-out areas, children's play areas, home food production, green waste composting, refuse storage, general outdoor storage and drying space. Houses will be provided with private outdoor space whereas flats may be provided with communal outdoor space, balconies and/or roof gardens.

The design of outdoor areas will respect the size and character of other similar spaces in the vicinity, clearly identify whether they are private or communal spaces, ensure that they are appropriately related to main entrances, enhance safety and the perception of safety for future residents and the general public, and not be compromised by the relationship of other buildings which may be detrimental in terms of overlooking, overbearing or overshadowing.

The units benefit from approx. 200sqm of communal outdoor space. This area excludes the side path, cycle store and the defensible space and planting for Flat 1.



5.3. Residential Conversions SPD - adopted March 2023

Checklist 1 (H8, H9, CC8, EN1, EN3, EN4):

Any external alterations must be carried out sympathetically, respecting the physical character of the area.

The proposals have been designed to respect the physical character of the area

Checklist 2 (CC8, H9, H10, EN1, EN3, EN4):

Extensions must achieve acceptable residential amenity for existing and new occupiers plus respect the character of the existing house and area ensuring outside amenity space is not unacceptably reduced.

The proposed extensions do not represent a large encroachment onto the existing outside amenity space. Extending the existing building upwards allows the building to fit in better in the street scene, and overlooking and overshadowing have been carefully considered in the design.

Checklist 3 (H8):

Any residential conversion must contribute to achieving an appropriately mixed and sustainable community by providing an acceptable housing mix, ensuring that, as appropriate, single family housing remains the dominant form of dwelling in the vicinity of the application, taking into account the relevant threshold approach, and ensuring there is not a detrimental impact on the physical character of the area.

Outside the areas covered by an Article 4 direction relating to small HMOs, planning permission for a conversion of a dwellinghouse to flats or to a large HMO will not normally be granted where any of the following apply:

- The proportion of houses within a 50m radius of the application site that are in use as HMOs or which have been converted to flats would exceed 50%;*
 - The application is for an HMO and the area falls within the 30% most deprived areas in England according to the Indices of Multiple Deprivation; or*
 - There is other evidence of dilution or harm of a mixed and sustainable community.*
- The site does not fall within an area covered by an Article 4 direction
 - The Indices of Multiple Deprivation for the site is 9.406 (<https://reading.berkshireobservatory.co.uk/deprivation/map/>)
 - Buildings within 50m of the site:

6 Shinfield Road – Doctor's Surgery
8 Shinfield Road – 1 x Sui Generis HMO
10 Shinfield Road – THE SITE
20 Shinfield Road – 4 x 2 bed purpose-built flats
22 Shinfield Road – Private House
24 Shinfield Road – Private House

Currently 1/8 residential properties are HMOs (12.5%)
Proposal would mean 3/9 properties are HMOs (33.3%) and thus be compliant with the above.

Checklist 4 (CC8, H8):

A proposal for conversion should not result in a dwellinghouse being located directly between two HMOs.

The neighbouring property to the north (8 Shinfield Road) is a Sui Generis HMO, and the properties to the south (at 20 and 22 Shinfield Road) are flats and a private dwelling respectively. Thus, the proposal accords with this requirement.

Checklist 5 (H10):

An appropriate level of private outdoor space will be expected.

Each of the proposed units benefits from an area of private outdoor amenity space.

Checklist 6 (CC8, H8):

Issues such as those below need to be taken into account in any residential conversions application:

- Privacy and overlooking;*
- Access to sunlight and daylight;*
- Visual dominance and overbearing effects of a development;*
- Noise and disturbance; and*
- Crime and safety.*

Each of these issues has been carefully considered in the design.



Checklist 7 (H8):

The property to be converted to a flat or large HMO should have four or more bedrooms or measure more than 120 square metres gross. When calculating the floor area of the property the measurement should be based on the external dimensions ten years before the application is determined or when built (whichever is the later).

N/A

Checklist 8 (CC8, H8):

Internal floorspace and headroom should be provided in all forms of residential resulting from conversions to allow for a high quality of life. The nationally-described space standards provide a good basis for assessment.

The proposals exceed the areas required by the nationally described space standards (116sqm GIA for a single storey 6 bedroom dwelling). All bedroom exceed the minimum areas required for a double bedroom (11.5sqm).

Checklist 9 (CC8, H8):

It will be necessary to ensure appropriate sound insulation between proposed and neighbouring units before a converted property is occupied.

The sound insulation between the proposed units will be in accordance with building regulations.

Checklist 10 (CC8, H8):

Acceptable proposals for layouts will avoid locating living rooms, bathrooms and kitchens next to, above, or below proposed and neighbouring bedrooms. Instead, the 'stacking' of rooms of a similar type is preferable.

The kitchen and living areas in the proposed layouts are 'stacked'.

Checklist 11 (CC8, H8):

Habitable rooms, such as living rooms and bedrooms, will include an external window. The provision of natural light and ventilation is a legal requirement under Environmental Health legislation.

All living spaces and bedrooms have external windows.

Checklist 14 (H8, TR5):

Parking standards for all residential conversions should be in accordance with the Council's adopted Revised Parking Standards and Design SPD (2011) or any successor

Site is in Zone 2, Primary Core Area. As a C4 HMO the car parking requirement is 0.25 spaces per bedroom, totalling 3 spaces.

Checklist 16 (CC7, H8, H9, EN1, EN3, EN4):

Removal of boundary treatment to accommodate parking or access to parking will not be permitted where it makes a valuable contribution to the character of the area.

It is not proposed that any boundary treatments are removed.

Checklist 17 (TR5, CC8, H8):

The provision of outdoor cycle storage should have a secure, covered and convenient location. The storage area should be lockable with provision to secure bicycles within it.

The SPD does not appear to have any requirement for cycle parking for HMOs, but due to the location of the site within easy cycling distance of the city centre, the design allows for one secure cycle parking space per bedroom, and additional Sheffield stands to allow for visitor cycle parking.

Checklist 18 (H8, H10, H11, EN1, EN4):

Sufficient and suitable refuse containers should be provided within the curtilage of the application building which are easily accessible for all occupants of the house and the refuse collectors and ensuring they are sympathetically located with regard to their visual impact.

Please see the Proposed Site Plan drawing for the location of refuse containers.

Checklist 19 (CC7):

Where possible, a level access from the public highway to the building's principal entrance should be provided or retained.

Both units benefit from level access from the public highway.



Checklist 20 (EN1):

Proposals that would alter a listed building in a way that affects its character or appearance as a building of special architectural or historic interest will require listed building consent and will protect and where possible enhance the significance of the listed building.

N/A

Checklist 21 (CC9, H3, TR1, EN9, H3, H6):

Developers should compensate for loss or damage created by a development and mitigate any impact caused. A planning obligation to secure a financial or other contribution towards physical or social infrastructure improvements may be sought.

Checklist 22:

The Council can serve an Enforcement Notice where conversion works have been carried out without planning permission. This action can result in the unauthorised works being removed (or the unauthorised use discontinued) and the building/ use being reinstated. Non-compliance with the provisions of an enforcement notice constitutes a criminal offence.

Checklist 23:

Early discussions with a Building Control Officer will improve the internal layout of the scheme and may avoid the need for external fire-escapes (which may require planning permission in their own right).

Checklist 24:

The HMO team should be contacted about Environmental Health matters.

Checklist 25 (H8) for conversions to flats:

At least one unit of accommodation created should be suitable for family occupation with a minimum of two bedrooms.

N/A

Checklist 26 (H8) for conversions to sui generis HMOs:

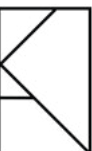
A standard of one communal room for every 4-6 bedrooms (depending on the size of the bedroom) will be provided, which will have acceptable amenity standards and appropriate access for all residents.

N/A

Checklist 27 for conversions to sui generis HMOs:

A proper agreement may be required to ensure acceptable management of all communal parts of the HMO.

N/A



5.4. Design Guide to House Extensions SPD - adopted March 2021

Impact on Existing Dwelling

Size and Scale

Proposals that appear bulky and sizeable in relation to the existing dwelling will not be considered favourably. Consideration needs to be given to the size of the existing dwelling and what is considered subservient to the existing dwelling. Extensions should complement and not appear overbearing to the existing dwelling. Disproportionate proposals that are considered harmful to the character and appearance of the existing dwelling are unlikely to be supported. Proposals that are submitted without consideration for size and scale can often appear overbearing to the existing dwelling. This can harm not only the character and appearance of the dwelling, but also the street scene. There is also a risk of loss of light, overshadowing, and the proposal being considered overbearing to neighbours. Where a side and rear extension is proposed, it needs to be subservient to the existing dwelling. This can be achieved by setting back the side extension from the front of the dwelling.

A successful application will demonstrate the proposals are subservient to the existing dwelling and respect the original design and style.

The proposals look to maintain the character of the existing property, whilst also enhancing some elements of it and drawing on the styles of other, neighbouring properties.

The proposed elevations show the outline of the existing dwelling, clearly demonstrating that the proposals are subservient to the existing dwelling.

Outdoor Amenity

Applications for extensions will be assessed against the loss of on-site outdoor space. A useful guide is that useable outdoor space should be no less than the Gross Internal Area (GIA) of the dwelling which it serves. In many instances rear gardens in historic areas are already less than that of the internal floor space, and as such will be assessed on a case by case basis. Usable outdoor space is considered to consist of rear gardens and side access, and, where it is genuinely useable for amenity purposes, front gardens. Outdoor space does not include areas that are allocated for car parking spaces or garages.

Although the areas of outdoor amenity space is below the combined GIA for both units, it is felt that it is appropriate for flats in multiple occupancy, where large external spaces are unlikely to be properly maintained by residents. The proposed outdoor amenity spaces have been carefully considered in relation to the properties.

Impact on Neighbouring Properties

Boundaries

Where possible, all extensions should be kept as far away from side boundaries as possible. Maintaining a reasonable gap between dwellings allows for ease of access for front and rear aspects of the dwelling.

Please note that the entirety of the extension should be within the red line boundary shown on the site location plan. This includes eaves or other features above ground level. If these are to extend beyond the property boundary, the site location plan will need to reflect that, and any other landowners will need to be notified and Certificate B of the application form completed.

The entirety of the proposals fall within the redline boundary, and the proposals are no closer to the side boundaries than the existing building.

Overlooking, Overshadowing and Overbearing

Care should be given when designing an extension of any scale that there is not a loss of daylight to habitable rooms in neighbouring dwellings. It is highly likely that an application will be refused unless it demonstrates that neighbouring dwellings will not suffer from a loss of light. This can be demonstrated in proposals by illustrating the 45° rule of thumb on proposed plans and an assessment of orientation in relation to direct sunlight to important habitable rooms.

The orientation of the proposal site is also a factor to consider with regards to overshadowing and loss of light. For example, a rear extension to a north facing elevation would likely have less of an overshadowing impact to neighbouring residents. Development to southern elevations on the other hand are likely to have an overshadowing impact. An overshadowing impact can be reduced by appropriately scaling, siting and spacing the proposal.

The proposed extensions are primarily on the northern and eastern side of the existing building, and care has been taken to ensure that the neighbouring dwellings will not suffer from a loss of light by adhering to the 45° rule.

The proposed site plan shows the 45 degree site lines from the windows of the neighbouring properties, demonstrating that the proposals comply with this rule.



The Natural Environment

The Green Network

The natural environment can have a significant impact on all types of extension proposals. Consideration needs to be given to the situation of trees, existing hedges and habitats. The Green Network is a network of habitats, open spaces and existing or potential vegetation features, which could include such things as lines of trees or bushes within back gardens. Proposals should seek to enhance or maintain the quality of the Green Network. To find out if your dwelling falls within the Green Network, please consult the Reading Borough Local Plan (Adopted November 2019) Proposals Map.

At the scale of householder planning applications development should not result in a loss of biodiversity within gardens. This applies to all gardens, inside or outside the Green Network. Proposals that include the planting of trees are generally encouraged. The planting of trees contributes positively towards improved air quality, particularly within an urban borough such as Reading. Other benefits include a reduction in flooding, shading and sheltering to reduce urban temperatures, providing a wildlife habitat and movement network and reducing noise. There are also aesthetic benefits that make our environment more enjoyable, as trees contribute to local character, make up a valued part of the historic environment, enhance privacy and add greenery and colour. These factors all help to contribute to better mental and physical health (Reading Borough Council Tree Strategy 2020).

The proposals include a provision for approx. 2 new trees, as well as new areas of shrub planting. All rear areas of bedding plants will be retained, as much as possible.

Topography

Topography can also be a factor in some proposals. Otherwise modest proposals can suddenly become quite significant in terms of their harm on neighbouring dwellings with regard to loss of light and appearing overbearing. This applies to street scenes on a steep hill.

The site and its immediate surroundings has very little level change.

The Street Scene and Surrounding Area

Fenestration

Fenestration concerns the arrangement of windows and doors in relation to the host dwelling and adjoining properties. In determining applications the Council looks to ensure that the proposals do not disrupt the pattern of building frontages. Proposals are refused if windows and doors are featured in the design that are inappropriate in terms of size, scale and/or placement. This can be particularly noticeable on semi-detached dwellings. This serves the purpose of preserving the character and appearance of the street scene and horizontal rhythm.

The proposed windows and doors are similar in size and arrangement to the existing. They also follow the same rhythm as neighbouring properties with larger windows on ground floor and smaller windows on the first floor.

Materials and Detailing

To complement the existing dwelling and street scene, matching materials and detailing is encouraged where appropriate, unless quality design is achieved through the use of other materials. For example, when extending an older property, it may be appropriate to source older or reclaimed materials; this particularly applies to roof tiles and brick work.

It is possible to select materials that do not match, but still support or improve the overall character and appearance of the existing dwelling. Sometimes it is necessary to use materials and detailing that does not match the existing dwelling to avoid replication or continuation of poor previous design choices. These applications will be considered on their own merits, with the overall look and appearance of the proposal in mind.

Proposals within Conservation Areas will need to refer to the relevant Conservation Area Appraisal. Particular attention needs to be paid to any design elements that are considered of value to their historic environment setting. Proposals will need to take these design elements when proposing alterations or selecting materials. Proposals that are considered to harm the historic environment will not be supported. Reading Borough Local Plan policy EN1: Protection and Enhancement of the Historic Environment supports proposals that protect and where possible enhance their historic environment setting.

The site is not within a conservation area. The materiality and detailing have been designed to reflect and compliment the existing building and adjoining properties.



Existing Development Patterns

Development that enhances the street scene through high quality design will be considered favourably. High quality design should not be discounted purely on the basis that it does not fit in with a street scene. High quality design that enhances the street scene may still be acceptable where it provides a visual difference to the existing character and appearance of the surrounding area.

The context of the area concerned is important. If the area consists of good to high level design, it is important that any proposals respects this. For areas that are considered lacking in character, it is for proposals to improve upon this and enhance the area. Simply copying a poor to mediocre existing style is not considered good design, development should always contribute positively or enhance existing areas.

Development proposed within a conservation area will be expected to protect or enhance the character and appearance of the historic environment. Specific information on each conservation area can be found within Conservation Area Appraisals, including priorities for enhancement, and further guidance may be produced. In line with policy EN1 of the Reading Borough Local Plan, proposals should seek to avoid harm in the first instance. Any harm to or loss of a heritage asset, which will also include listed buildings and locally listed buildings and their settings, should require clear and convincing justification, usually in the form of public benefits.

The proposals draw on the successful design features of the existing and neighbouring buildings, thus enhancing the street's existing character.

Specific Extension Type Guidance

Rear Extensions

When designing a rear extension, it is important to consider established patterns, and existing extensions to other developments in the street scene. Rear extension proposals would likely not be supported if they demonstrate any of the following:

- Harm to neighbouring dwellings in terms of overlooking. This can be avoided in most cases by not having windows on the side elevations of rear extensions.*
- Harm to neighbouring dwellings in terms of loss of light. This particularly applies to two storey rear extensions. Two storey rear extensions should not be closer than a line taken at 45° (60° for a single storey rear extension) from the middle of any window of a habitable room in a neighbouring property.*
- Designs that do not complement the existing dwelling. For example, a proposal for a flat roof extension, where a pitched roof extension would better serve the character and appearance of the dwelling.*
- The rear extension extends more than 4m from the existing dwelling. This applies to*

both single storey and two storey rear extensions. However, the acceptability of a rear extension in terms of length and height will be derived from the circumstances of the application site. In some cases, an extension of more than 4m may be acceptable, but this needs to be justified.

- The resulting rear extension would reduce the back to back distance between dwellings to under 20m for two storey developments, 28m for 3 storey developments.*
- Generally, new windows on side elevations have been avoided to mitigate overlooking.*
- The 45° rule has been adhered to .*
- The design compliments the existing dwelling, drawing from its form, materiality and detailing to achieve a cohesive design.*
- The rear extension extends 2m from the existing dwelling.*
- The proposed back to back distance is 36m, but the rear neighbouring building is a dentist's clinic and there is a substantial buffer of mature trees between.*

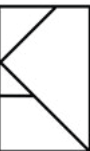
Side Extensions

Two storey side extensions should be designed to be smaller in scale than the main house. This can be achieved by setting the proposed front elevation of the extension further back from the front elevation of the original house and maintaining a gap between neighbouring buildings by bringing the upper floor away from the side boundary. These devices should result in the ridgeline of the roof of the extension being significantly lower than that on the original house and the overall effect is an extension in proportion with the original house, and generally with the neighbouring properties.

In streets with blocks of terraced houses, semi-detached houses and detached houses sited close together, the existing gaps between properties are often a crucial factor in determining the appearance and character of a street. The loss of these gaps due to two storey side extensions can result in a terrace being formed visually and the loss of views between houses. The effect of this could be harmful to the local character by intensifying development in already high-density areas. Proposals for side extensions that will result in the loss of a gap to the detriment of the local character will fail policy CC7: Design and the Public Realm and will not normally be granted planning permission.

To comply with the protection of privacy criteria, side windows on upper floor levels should be avoided. Where this is the only option, they should either be high level or glazed with frosted glass and have restricted opening to prevent overlooking. Windows and doorways at ground floor level should be carefully sited to ensure that overlooking of existing windows in the adjacent property will not occur.

On the end of terrace properties and pairs of semis the roof design should retain the symmetry of the original block or pair of houses if possible. However, in some cases, in order to avoid overshadowing neighbouring properties or creating too much mass a hipped roof rather than a gable may be accepted. In other cases, including single storey side extensions the roof design should complement the roof on the original house in terms of design and angle of pitch.



In all cases, if the side extension also projects into the rear of the property, the advice given earlier in this document for rear extensions will also apply.

The proposed side extension sits behind the existing garage and first floor extension, thus shielded from the street scene. The existing gaps between the existing bungalow and neighbouring properties have been maintained.

Front Extensions and Porches

The Council will not normally grant planning permission for front extensions that are excessive in size, height and depth relative to the dwelling on the site and neighbouring buildings. Where there is a prevailing building line within the street, front extensions should not extend beyond that line. Failure to demonstrate a balance of proportions in the case of semi-detached, or terraced property extensions that stretch across the whole of the frontage or compromise the symmetry of design will result in refusal.

The proposed front extension is small in scale and doesn't extend beyond the prevailing building line of the street. It sits behind the neighbouring property at no. 8 Shinfield Road, and below the 45° guideline from no. 20 Shinfield Road.

Upwards Extensions

A new permitted development right was introduced in August 2020 to allow up to two additional storeys on two-storey houses and one additional storey on one-storey houses, applying to houses built between 1948 and 2018. There are a significant number of important caveats and conditions to this permitted development right, and these are set out in more detail on the Planning Portal website. A householder who wishes to make use of this right must apply for prior approval from the Council, and the Council must consider matters such as the amenity of neighbouring properties and the external appearance of the building when considering the application, as it would for a planning application.

In considering applications for prior approval for upwards extensions, policy H9 will be applied as for any other extension application. Upwards extensions are particularly likely to affect neighbouring properties in terms of overlooking or overshadowing, present an overbearing impact, or detract from the character of the house or street. It is not possible to set general guidelines on when an upwards extension may be appropriate as it will depend very much on the individual case, but it is recommended that further advice is sought via the pre-application route (see section 8.0).

Windows and Doors

Windows and doors associated with extension proposals should reflect the character and appearance of the existing dwelling. It is important to consider how doors and windows affect the design of a proposal. Where possible, windows and doors should:

- *Reflect the character and appearance of the existing dwelling.*
- *Use matching materials and designs throughout.*

Fences and Walls

The Council usually resists proposals that would close off views or change the character of a street unless positive improvement can be demonstrated. For example, a 2 metre high wall or close-boarded fence on a street with all other properties having low hedges or post and rail fences will fail Reading Borough Local Plan policy CC7: Design and the Public Realm, as it will look out of character. It could also cause an obstruction, preventing pedestrians and motorists from seeing each other as vehicles pull out of driveways. All proposals for fences and walls should have consideration for the following:

- *Character and appearance of the surrounding area. Ensuring that a closed off effect is not created in an otherwise open plan street scene. This particularly applies to areas where the character is spacious and verdant.*
- *Public safety in terms of sight lines and access.*

The proposals don't seek to alter the appearance of the boundaries

Hard Surfaces in Gardens

Laying a hard surface in the garden of a house does not usually need planning permission, as long as it is associated with the use as a house. In the case of front gardens, where more than 5 square metres are to be covered, the material used must be porous, or water running off the surface must be directed to a porous area elsewhere on the property, otherwise permission will be required. Porous materials can include gravel, permeable block paving, porous asphalt and porous concrete. Please note that demolition of all or part of a front wall in a conservation area to gain access to a parking area will need planning permission, as will a dropped kerb on a classified road.

In those unusual cases where permission is required, the design should avoid a detrimental effect on the character of the building and street. Any loss of vegetation and existing features such as walls or railings should be minimised and materials used should complement the existing house. Car parking should not extend onto the footpath or highway, and the risk of surface water flooding should not be worsened. Even where permission is not required, these are still useful principles to follow.

All new proposed hard landscaping will be porous.



6. PROPOSALS

6.1. Overview of proposals

The proposals will create two high quality HMOs with private off-road parking, communal garden and generous cycle storage.

6.2. Areas and room schedule

Plot 01

Proposed GIA: 192.4 m²

Proposed key room sizes:

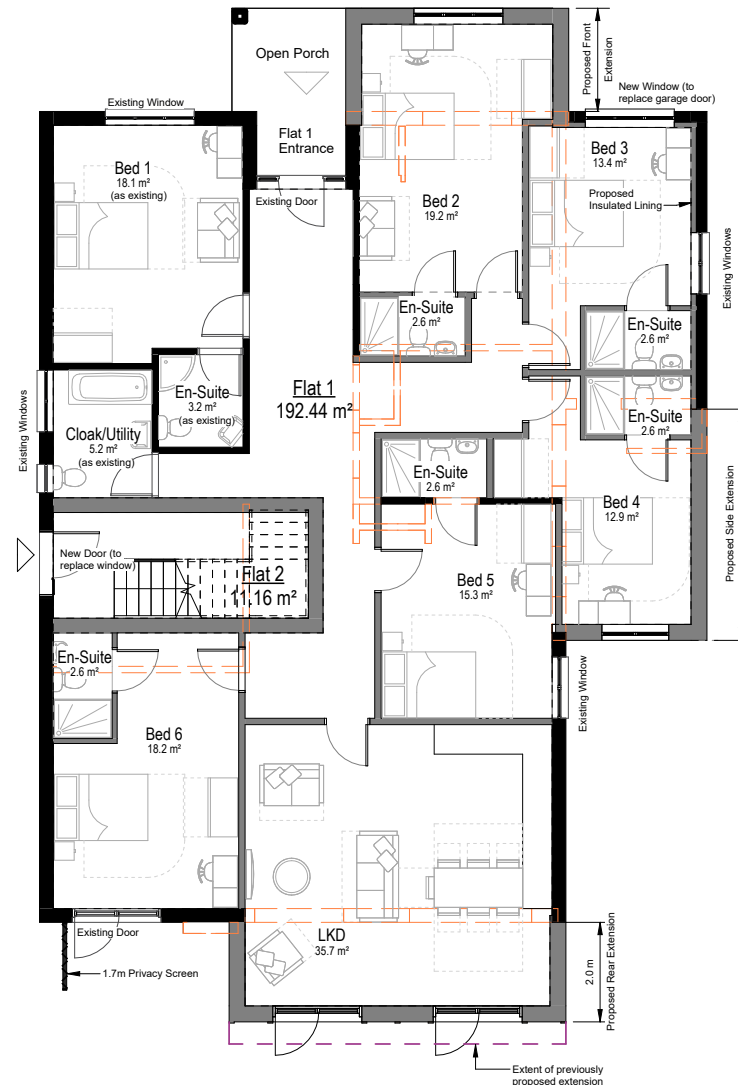
Bed 01	18.1 m ²
Bed 02	19.2 m ²
Bed 03	13.4 m ²
Bed 04	12.9 m ²
Bed 05	15.3 m ²
Bed 06	18.2 m ²
Living / kitchen/ dining	35.7 m ²

Plot 02

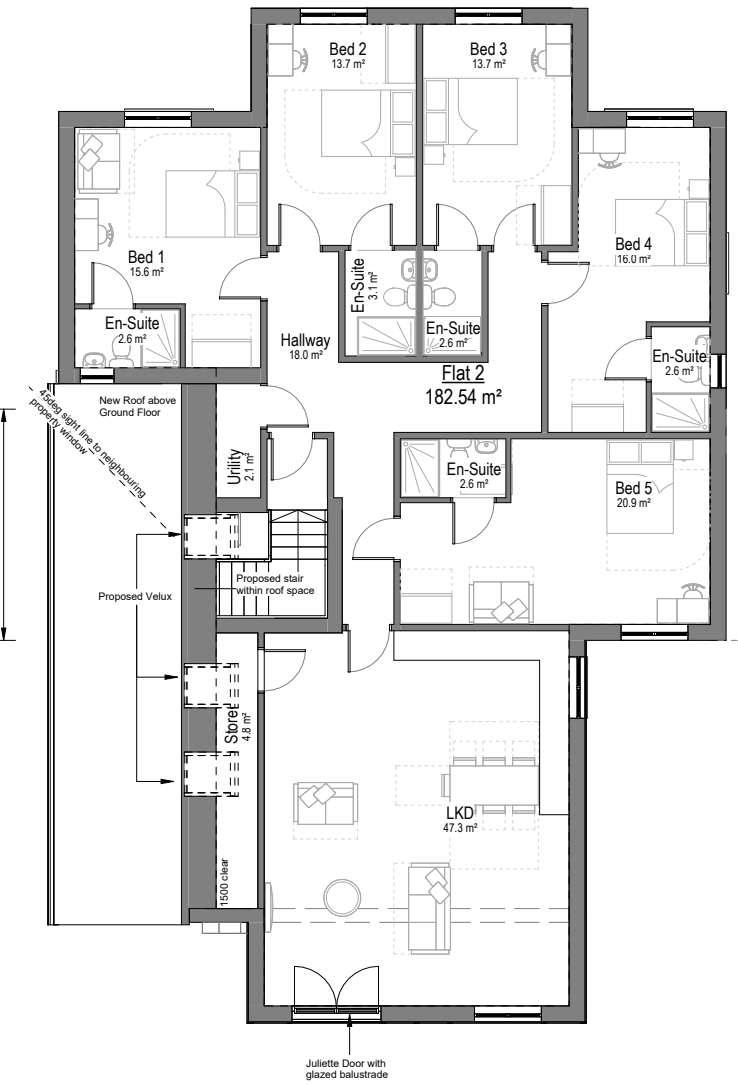
Proposed GIA: 193.7m²

Proposed key room sizes:

Bed 01	15.6 m ²
Bed 02	13.7 m ²
Bed 03	13.7 m ²
Bed 04	16.0 m ²
Bed 05	20.9 m ²
Living / kitchen/ dining	47.3 m ²



0 Proposed Ground Floor

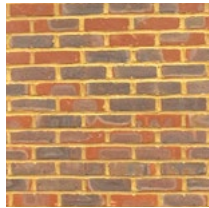


1 Proposed First Floor

▲ PROPOSED PLANS (nts)

6.3. Materials

The proposed materials are as follows:



Walls -

- Brick and grout to match existing.
- Taupe rough cast render



Roof -

- Clay tiles to match existing



Windows -

- New UPVC windows to match existing
- Brick cills retained
- Brick headers

Doors -

New UPVC doors to match existing

Rainwater goods -

Black UPVC rainwater goods.



① Proposed Front Elevation (North-East)



② Proposed Rear Elevation (South-West)

▲ PROPOSED FRONT & REAR ELEVATIONS (nts)





▲ SHINFIELD ROAD VIEW (nts)





▲
REAR VIEW (nts)



6.4. Parking

3 x vehicle parking spaces are provided and located as shown on the site plan opposite. All spaces are 2.5m x 5.0m

1 x secure cycle parking space is provided per bedroom, with an additional Sheffield stand storage provided at the front of the property for visitors.

6.5. Waste storage

Waste storage is provided in line with planning policy, and is located in front of the property in a dedicated bin store, within less than 10m from highways kerb. The store accommodates 2x1,100l wheelie bins for refuse and recycling.

KEY

-  Site Entrance
-  Bin Store
-  Car Parking
-  Cycle Parking - secure
-  Cycle Parking - Sheffield stand



▲ PROPOSED SITE PLAN (nts)



6.6. Biodiversity Net Gain & Ecology

The proposed extensions involve removal of existing timber decking, gravel and hard surface areas. The vegetation proposed to be removed is approx. 7sqm of relatively young bedding plants. These will be relocated somewhere else on site, as part of the landscape proposals. Therefore, a BNG Calculation is not required for this application. One integrated bat box is proposed within the gable of the rear elevation.

The proposed planting will be native and biodiversity enriching.

A total of two integrated bat boxes within the rear gable end and two multi-purpose bird nesting boxes on the existing trees are proposed.

KEY

-  Multi-purpose Bird Nesting Box
-  Integrated Bat Box



▲ PROPOSED SITE PLAN (nts)



7. LANDSCAPING & EXTERNAL LIGHTING PRINCIPLES

7.1. Planting

The existing planting to the front of the property will be retained, and some new hedges and trees are proposed along the boundaries to help maintain privacy.

New shrubs are proposed along the front and rear elevations. These will provide some privacy to the ground floor bedrooms.

7.2. Materials

Other than a small area where the existing tarmac is to be retained, all proposed hard landscaping is to be permeable paving.

7.3. Boundary treatments

It is proposed that the existing boundary treatments are retained around the edges of the site.

7.4. External lighting

New external wall mounted down lights will ensure that residents can navigate to their front doors whilst also avoiding light pollution.

KEY

-  Proposed new trees (AMELANCI-IER 'ROBIN HILL, BETULA DALECARLICA, CARPINUS FRANS FONTAINE, MALUS 'EVERESTE' or similar)
-  Proposed planting and hedges (OSMANTHUS X BURKWOODII, PRUNUS LAUROCERASUS 'ROTUNDIFOLIA, AUCUBA 'ROZANNIE' HEBE RAKAIENSIS, LONICERA 'MAIGREEN', MAHONIA 'APOLLO', PRUNUS ZABELIANA, SARCOCOCCA CONFUSA, SKIMMIA 'KEW GREEN', VIBURNUM DAVIDII, BERGENIA CORDIFOLIA 'PURPUREA' or similar)
-  External wall mounted light
-  Existing boundary treatment retained
-  Surface retained (tarmac drive; concrete crazy paved side path)
-  Permeable concrete paving, colour brindle or similar, concrete block trim, colour charcoal or similar.
-  Resin bonded golden pea gravel or similar



▲ PROPOSED SITE PLAN (nts)



8. SUSTAINABILITY STATEMENT

The proposals are for the conversion and extension of an existing building, which represents a significantly more sustainable type of development when compared to new build.

8.1. Energy / CO2

The proposals have been designed with energy conservation in mind. They will be built in line current building regulations (Approved Document L). Natural daylighting is optimised, and all rooms can be naturally ventilated. Energy efficient lighting will be used.

Generous cycle storage is proposed, both for those occupying it and visiting. This will encourage active transport.

8.2. Water

Potable water consumption will be minimised by specifying fixtures and fittings flow volume to less than 5-6L per minute which is within the highest efficiency rating under the unified water label.

Rain water storage tanks/butts will be incorporated into the scheme. These will be sized and located appropriately within the scheme with minimal visual impact.

Appliances with an efficient water usage rating will be specified.

8.3. Materials

Materials have been selected to match the existing. Where possible existing materials that are proposed to be removed will be re-used elsewhere on site

8.4. Surface water run-off

The proposals will not result in increased surface water run-off, due to the only extensions to the dwelling being over existing impermeable hard landscaping. New rainwater collection will be introduced, and the proposed new areas of hard landscaping will be permeable.

8.5. Waste

Where possible, materials will be reused on site. Proposed window openings have been designed to be the same size as existing openings, in order that existing windows can be moved rather than disposed of.

Practical project management opportunities will be employed that will assist the process of site based waste management and will include:

- Ordering materials 'just in time' to minimise on site storage, potential damage and loss due to theft.
- Keeping accurate cutting lists and quantity surveys to avoid over ordering and subsequent restocking.
- Organising site facilities to encourage effective waste management

Ample on-site storage is provided for general waste, recycling, food waste and garden waste bins.

8.6. Pollution

Regardless of the construction method and whether this takes place on or off site it is inevitable some form of machinery will be required on site, which may require fossil fuels.

Where possible and viable to do swapping site machinery and generators with electric and bio-diesel alternatives will be carried out.

Having a suitable construction plan will eliminate the running time of machinery regardless of its source of fuel. Prior to any works being carried out the workers/contractors are to be briefed on the use of non renewables and there impacts with a suggested way forward on reducing any impacts during the process.

8.7. Health and Well-being

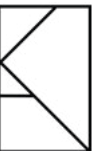
The development has been deigned to ensure that all habitable spaces have generous windows, and that both units have private external amenity space. It is not anticipated that there will be any increase in noise, and layouts have been designed so that similar uses (bedrooms, communal spaces) are 'stacked'.

8.8. Management

The site will be managed in an environmentally and socially considerate manner. A Construction Environmental Management Plan will be prepared prior to the commencement of works.

8.9. Ecology

The development will not result in the loss of any wildlife habitats, and the development will result in an increase in planting on the site.



9. TRANSPORT STATEMENT

The site sits within Zone 2, Primary Core Area, as defined by the Reading Borough Local Development Framework Revised Parking Standards and Design SPD. The document describes this area as follows:

This zone directly surrounds the Central Core Area and extends to walking distances of 2 kilometres from the centre of Reading. Typically this zone is well served by public transport, with buses continuing either into or out of the Central Core Area via this zone. Much of this area is within acceptable walking distance (400m) of either the main railway station, or Reading West railway station. Walking and cycling in this area tends to be encouraged through the provision of wide and safe footways, with some dedicated or shared cycle ways. The areas within Zone 2 also typically have smaller local centres, providing day-to-day access to retail and some commercial facilities. Future growth in these areas is likely to be more mixed than in the core area, with larger amounts of residential than commercial space.

9.1. Car parking

In line with the requirement for 0.25 spaces per bedroom for this use class, the scheme provides a total of 3 car parking spaces. The existing driveway accommodates 3 car parking spaces, therefore there will be no increase in traffic/journeys.

9.2. Vehicular Access

The vehicular access is maintained as existing

9.3. Cycle parking

Reading Council doesn't have a particular requirement for cycle parking spaces for HMOs, but given the use, the proposals provide 1 x secure space per bedroom, and a total of 2 x spaces on a Sheffield stand for visitors.

9.4. Public transport

The site is a 15 minute bus journey, or 2km (35 minute) walk from Reading Station, from which there are regular train services to destinations throughout the UK.

The Christchurch Green bus stop (approximately 100m away from the site) is served by bus numbers 3, 9, 20, 21 and 81



10. CONCLUSION

The proposals will provide two high-quality HMO flats and represent a sustainable development through the re-use and re-purposing of an existing building in a sustainable location, in close proximity to University of Reading.

The scale of the proposals is appropriate for the site and surrounding area, and will not result in loss of amenity for any of the neighboring properties. The change in use to provide HMO dwellings rather than a single unit is appropriate in this location, and will provide additional high-quality housing.

The proposals are compliant with policy and thus should be looked on favourably.

