

Date: 14 October 2025
Application: 252312



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

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Dear WBC Highways,

Full Planning Approval Consultation

Application Number: 252312

Applicant: Mr J Clayton

Site Address: East Reading Retail Centre, Unit 5, Shepherds Hill, Woodley, Wokingham, RG6 1FE

Parish: Woodley

Grid Reference: Easting - 475061, Northing - 173983

Type of Development: Other Change of Use

Proposal: Full application for the proposed change of use of existing property to Dermatology Health Centre (Use Class E) plus erection of a single storey front extension.

Case Officer: Kieran Neumann

Development Management has received the above application, and we require your comments on the proposal using the recommended memorandum below. The documents associated with this are available to view in NEC DM using the application number 252312. Alternatively, public documents are available to view on the Council's planning application search page: [Wokingham Borough Council Online Planning](#).

Please index your response into NEC DM against the application. If you are recommending conditions, you should give a reason with reference to relevant policies. A list of standard conditions can be requested from the case officer.

Your observations are required in respect of this application by **4 November 2025**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	252312
Address:	East Reading Retail Centre, Unit 5, Shepherds Hill, Woodley, Wokingham, RG6 1FE.		
Proposal:	Full application for the proposed change of use of existing property to Dermatology Health Centre (Use Class E) plus erection of a single storey front extension.		
Type of Development:	Other Change of Use		
Site Visit Made:	Yes/No		

Summary Of Recommendations

- ☐ No comment
☐ No objection
☐ No objection subject to conditions (and reasons) **stated below**
☒ Request further information before determination as **stated below**
☐ Objection due to the reason(s) **stated below**

Comments On Proposal

General

Additional Highways comments dated 21st November 2025 are indicated in blue. The Highways received the supplementary details regarding parking, operations details and property boundary to address the Highways responses dated 15th October 2025.

The applicant proposes to extend and change the uses of the existing tanning salon (Sui Generis) to expand the existing dermatology health centre (Use Class E(e)) in the adjoining unit. The existing tanning salon is in relation to a previous approval 190916, and the wider site has been permitted for Use Classes A1, A3 and D1.

Subject to the net changes in traffic impact and parking demand of the proposal, the Highways may be expected to review a Transport Statement.

The Proposal

The applicant clarifies that the approved, existing and proposed operations are as follows:

	Approved Tanning Salon (Unit 5)	Existing Clinic (Unit 4)		Proposed Clinic (Units 4 + 5)
		Approved	Actual	
Clinical Room	13 cabins	1		1
Consulting Room		3		6
Treatment Room		3		5

Full-time Staff	2	10	7	8
Part-time Staff	2		5	5
Opening Hours	Daily: 07:00-22:00	Weekdays: 07:00-21:00 Weekends: 08:00-18:00	Weekdays: 07:00-22:00 Saturday: 08:00-17:00 Sunday: 11:00-16:00	

The total staff numbers proposed clinic is 10.5 FTE, which will be no net increases in full-time equivalent staff across Units 4 and 5.

Traffic Impacts

Given there will be no net increases in full-time equivalent staff and no anticipated increases of the proposed operations during the peak hours, the traffic generated from the proposal will unlikely have significant impacts on the wider highway network.

Parking and Cycle Provisions

The following comments for parking and cycle provisions remain relevant:

The applicant is expected to assess the net changes in parking demand and cycle parking requirements between the approved and proposed uses, which generally shall be assessed according to the council's parking standards/parking survey of a similar site.

Given there is no established parking standard for tanning salon (Sui Generis use), the applicant is required to provide sufficient details for the Highways to assess the existing parking demand of tanning salon.

The applicant has expressed the intention to utilise the shared parking area of the wider site. Subject to the net changes in parking demand, parking survey data shall be provided to verify the existing parking utilisation, and the additional parking demand can be accommodated.

If the proposed parking provision would not be sufficient, the applicant would be required to submit a Parking Management Plan, to ensure no disturbance to the neighbouring business units and public highways. Whenever applicable, mitigation measures such as funding of TRO shall be proposed.

Highway Boundary

While the proposed extension will unlikely cause negative impacts to the existing visibility splays, the proposed extension will encroach the public highway, which is unacceptable.

Although the applicant suggests that the proposals fall within the boundary of their registered title, the OS Plan and the Land Registry plan do not determine the extent of the highway boundary.

With reference to the street view images and council's highway mapping below, highway boundary extends beyond the edge of the public footway/cycleway. The existing street lighting columns are located within the highway verge. Drainage

infrastructure and ducting for streetlighting and utilities are likely present beneath the highway verge.



Meanwhile, Section 3.2 of HM Land Registry's practice guides explains that OS map data are subject to relative error, and the plotted boundaries on plans are general boundaries. The relative accuracy will be subject to the scale:

Relative accuracy

Scale	Relative error	95% confidence limit	99% confidence limit	Maximum measured distance
1:1250 (urban)	<±0.5m	<±0.9m	<±1.1m	60.0m
1:2500 resurvey or reformed (urban and rural)	<±1.0m	<±1.9m	<±2.5m	100.0m

Therefore, if the applicant intends to pursue the proposed extension, it is required to submit a detailed topographic survey and CDM records for the Highways to assess if it is technically feasible. Otherwise, the Highways cannot recommend no objection to the proposal.

Subject to the proposed extension is feasible, the applicant is required to contact the council's Highway Asset/Legal team for a separate consent.

Conditions & Reasons (if required)

Date:	21/11/2025	Signed:	JP
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