

Date: 14 October 2025
Application: 252312



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

Minicom No: (0118) 974 6991

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

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

While some of the data are not specified, the Highways have tried to summarise the approved, existing and proposed operations are as follows:

	Approved Tanning Salon (Unit 5)	Existing Clinic (Unit 4)	Proposed Clinic (Units 4 + 5)
Clinical Room	13 cabins	1	1
Consulting Room		3	6
Treatment Room		3	5
Full-time Staff	2	Clarifications needed	13
Part-time Staff	2		0
Opening Hours	Daily: 07:00-22:00	Monday to Friday: 07:00-22:00 Saturday: 08:00-17:00 Sunday: 11:00-16:00	

There are no proposed changes in Unit 4, the Highways therefore expected that there will be not net changes in operations and parking demand induced by Unit 4.

The applicant is expected to clarify if the 10 no. of existing employees stated in the application form refers to the existing numbers of staff in Unit 4, or the existing numbers of staff in Unit 5. If this refers to the existing numbers of staff in Unit 4, there will be no net increases in full-time equivalent staff across Units 4 and 5.

Alternatively, the Highways will consider the proposed site with a net increase of 10 full-time equivalent staff in Unit 5.

Traffic Impacts

The applicant is expected to provide the breakdown of staff numbers, and the staff shift arrangement of the proposed operations. An assessment of the net changes in trip generation of the proposal during the peak hours is required.

Parking and Cycle Provisions

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.

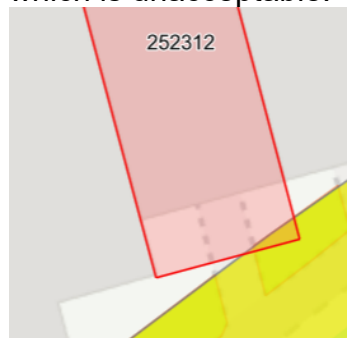
Given there is no established parking standard for tanning salon (Sui Generis use), the applicant is required to provide sufficient details for the Highways to assess the existing parking demand of tanning salon.

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 (in yellow), which is unacceptable.



The applicant is required to contact the council's Highway Asset/Legal team for a separate consent. The Highways cannot recommend no objection to the proposal with the submitted details.

Conditions & Reasons (if required)			
Date:	15/10/2025	Signed:	JP