

30 April 2026**FTP Project Reference: FTP/2601/03****Application Reference: 260424****Keep Hatch Primary School, Ashridge Road, Wokingham, RG40 1PG****Full application for the proposed erection of a detached single storey building to form a new SEND unit with associated landscaping.**

1. Introduction

- 1.1 This Technical Note (TN01) has been prepared on behalf of the applicant to respond to comments raised by WBC Highways in relation to the planning application (**260424**) for a new detached single storey SEND unit at **Keep Hatch Primary School, Ashridge Road, Wokingham, RG40 1PG**.
- 1.2 The application was supported by a Transport Statement (TS) dated February 2026 and WBC have requested further information before a recommendation can be made (dated 11 March 2026).
- 1.3 This TN01 reviews the request for additional information and seeks to provide a response to the following points:
 - *Trip Generation;*
 - *Staff Car Parking; and*
 - *Cycle Parking.*

2. Trip Generation

- 2.1 The following comments have been provided to the applicant from WBC Highways in relation to trip generation:

"While the Highways would have expected the approved trip rates in WBC transport model (WSTM4) to be used for assessment, which is equivalent to a proposed trip generation of 19 and 2 two-way movements in the AM and PM peak, respectively.

In view of the nature of the proposal, the Highways are uncertain if the typical trip rates for Primary School are applicable to this site. However, the Highways would expect the proposed trip generation of a SEND unit to be no lower than, if not higher than, the typical trip rates for Primary School.

The applicant expects there will be seven vehicles dropping-off and seven vehicles picking-up students during a typical school day, which the proposed trip generation (14 two-way movements) during the AM peak is lower than the anticipated trip generation assessed with WSTM4 trip rates.

Meanwhile, in order to be on-time, pupils are expected to arrive prior to the school start time (9am), so that most drop-off will happen during the peak hours of the wider highway network.

The applicant shall reassess the proposed trip generation to capture the actual operations needs of the proposal.”

- 2.2 The WSTM4 provides a detailed highway model forecasting methodology for a range of use classes and development types. In relation to the proposals, a ‘primary school’ would be the closest reference in terms of trip generation and Table 5 of WSTM4 outlines the following car and LGV trip rates:

- **AM Peak Hour (0800 – 0900)** - **Total 1.28 movements per pupil**
- **PM Peak Hour (1700 – 1800)** - **Total 0.11 movements per pupil**

- 2.3 The WSTM4 trip rates are based on 2 TRICS sites and it is not fully understood how comparable these sites are to the location and catchment area of Keep Hatch Primary School which is very well located to serve the surrounding local area by both walking and cycling.
- 2.4 The assessment within the TS is based on utilising information from the School in relation to how existing students currently travel and as detailed within the TS it is likely that when the school is at capacity around 7 of the 15 children will be dropped-off and pick-up by car, with the remainder travelling via other modes of travel, primarily walking and cycling / scooting.
- 2.5 To ensure that the assessment within the TS is fair and robust, it does not take into account sibling rates and assumes that the 7 children travelling by car would all be new movements. In practice, it is likely that some of these movements will already be on the transport network and visiting the school for the purposed of an existing sibling. As such, the number of new movements may be lower.
- 2.6 Based on the WSTM4 trip rates, a total of 15 new pupils would generate a slightly higher number of AM peak hour movements (19) compared to the assessment within the TS (14). Again, the WSTM4 trip generation does not take into account sibling rates and assumes that all trips will be new movements.
- 2.7 In practice, it is likely that between 15% - 20% of these movements will already be on the transport network and visiting the school for the purposed of an existing sibling. As such, the number of new movements is likely to be around 16 (assuming a modest 15% sibling rate).
- 2.8 **Overall, it is considered likely that the proposals would generate between 14 – 16 vehicle movements, with a maximum of 19, during the AM peak hour (0800 – 0900) and up to 2 vehicle movements during the PM peak hour.**
- 2.9 It is noted that the drop-off time for the proposed SEND unit will fall at the end of the AM peak hour (start time of 0900). However, as the drop-off period remains staggered from the Primary School by around 10-20 minutes, and the number of additional vehicle movements will be low, it is considered likely that the proposals will not have a material impact on the surrounding highway network and should therefore be considered acceptable.

3. Parking

- 3.1 WBC Highways have requested additional parking counts for the existing staff car parks at Keep Hatch to supplement the information included within the TS. The information contained within the TS confirmed that

at the time of the survey (9am Wednesday 4 February 2026) there was a total of 41 staff parking spaces on-site, 13 echelon bays and 28 parking spaces (including 2 disabled bays) within the main car park.

- 3.2 At the time of the second site visit (22 April 2026) it was noted that there is space for an additional 2 vehicles to park informally within the main car park (total 30 spaces) at the northern end. These spaces were unavailable at the time of the site visit in February due to poor ground conditions but were in use during April, and have therefore been included.
- 3.3 It is also noted that within the main car park, a total of 4 spaces are signed for the use of 'Ashridge Nursery Staff Only'. These have been identified on the parking beat counts at **Appendix A** along with the parking spaces which are in use, or available. Photographs can be provided on request.
- 3.4 The table below confirms the total number of parking spaces available on-site and the number of available spaces during each parking beat count:

Table 3.1: On-Site Staff Car Parking Availability

Time	Total Number of Spaces Excl. Ashridge Nursery	Number of Cars Parked	Number of Available Spaces
0900 – 04.02.26	37	29	8
0930 – 22.04.26	39	28	11
1130 – 22.04.26	39	27	12
1400 – 22.04.26	39	26	13

- 3.5 It is noted that the number of cars parked on-site (excluding Ashridge Nursery parking spaces and the Headteacher bay) remained consistent throughout the survey periods with 26 – 29 cars parked at all times. The number of available parking spaces was lower during the February survey count due to 2 spaces being unavailable due to ground conditions.
- 3.6 The parking counts are based on the number of cars parked and the visual spaces available, however it should be noted that some 'available' parking spaces would be inaccessible for many cars due to cars parking outside of the boundaries of parking bays.
- 3.7 Whilst the main car park is marked through the use of ground markers, the spaces are unclear and many markers were covered with loose aggregate materials. The car park would benefit from clearer marking of bays and surface improvements to ensure the northern end of the car park is available for use during all conditions. These improvements would ensure that the maximum number of parking spaces are available at all times.
- 3.8 The TS also included a review of on-street parking on the roads immediately surrounding the site. Whilst not requested by WBC Highways, these areas were reviewed again during the survey counts on 22 April 2026 and the table below confirms the availability of unrestricted parking on surrounding streets.

Table 3.2: On-Street Car Parking Availability

Road / Area	0940		1140		1345	
	Cars Parked	Available Spaces	Cars Parked	Available Spaces	Cars Parked	Available Spaces
Pigott Road	0	5	1	4	0	5
Budges Road W of Pigott Rd	4	6	2	8	2	8
Budges Road E of Pigott Rd	17	12	13	16	14	15
Budges Gardens	4	4	3	5	3	5
Ashridge Road N of Budges Rd	6	5	7	4	7	4
Ashridge Road S of Budges Rd	3	3	3	3	3	3
Crutchley Road First 50m	3	4	2	5	2	5
Norreys Avenue Lay-bys Only	8	6	7	7	6	8
Total	45	45	38	52	37	53

- 3.9 The on-street survey counts in the immediate vicinity of the school confirm that on-street parking stress is between 41% - 50% with high levels of unrestricted on-street parking available at all times.

4. Cycle Parking

- 4.1 WBC Highways have made the following comments in relation to cycle parking:

“According to the WBC Parking Standards, one long-term cycle parking allocation will be required per 3 pupils, and one long-term allocation will be required per 5 staff. This shall be included as part of the proposal.”

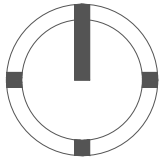
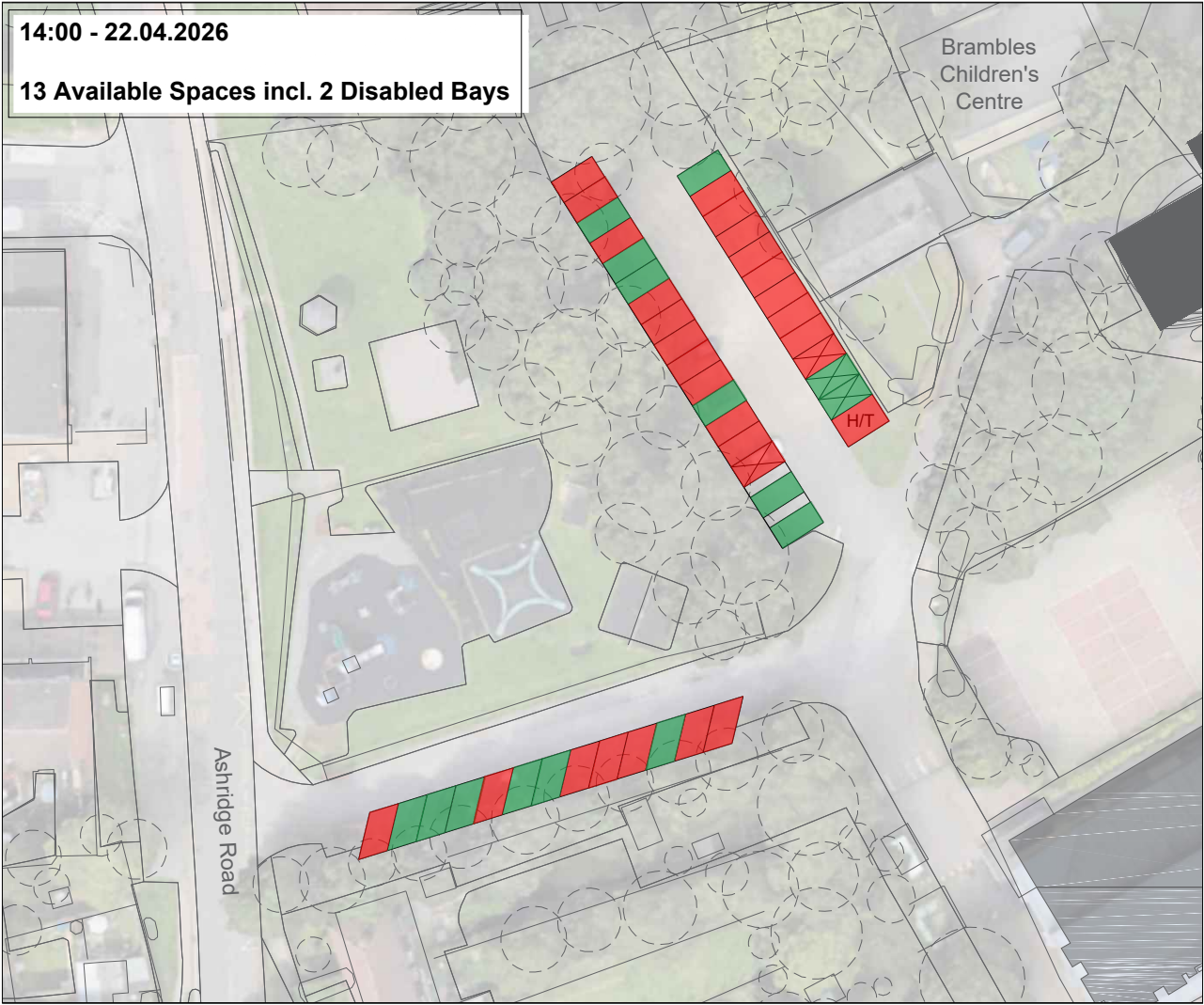
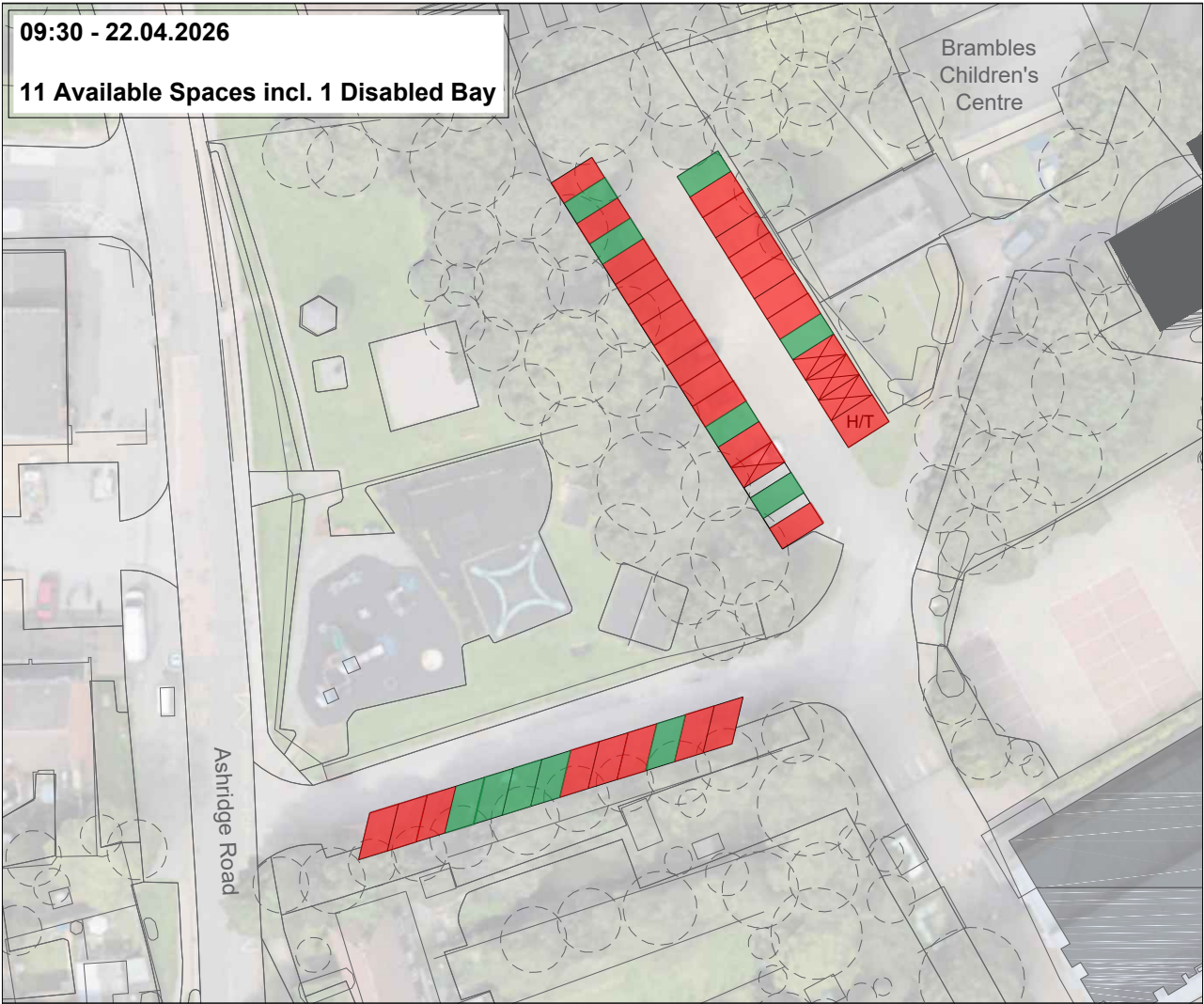
- 4.2 It is understood from the site visits undertaken in February and April that cycling is not a popular mode of transport for pupils of the Keep Hatch school and the existing cycle shelter to the front of the main entrance has spare capacity.
- 4.3 However, to ensure that the site is fully compliant with the WBC standards a second cycle shelter can be installed adjacent to the existing shelter providing a total of 12 spaces (6 Sheffield stands) in excess of the minimum requirements as set by WBC.

5. Summary and Conclusions

- 5.1 This Technical Note (TN01) has been prepared to respond to comments raised by WBC Highways in relation to planning application (**260424**) for a new detached single storey SEND unit at **Keep Hatch Primary School, Ashridge Road, Wokingham, RG40 1PG**.
- 5.2 This TN confirms that the site is expected to generate between 14 – 16 vehicle movements, with a maximum of 19, during the AM peak hour (0800 – 0900) and up to 2 vehicle movements during the PM peak hour. Furthermore, as the drop-off period remains staggered from the Primary School by around 10-20 minutes, and the number of additional vehicle movements will be low, it is considered likely that the proposals will not have a material impact on the surrounding highway network and should therefore be considered acceptable.
- 5.3 This TN confirms that there is spare existing parking capacity on-site which will exceed the parking demands of the proposed development. In the event that there is any overspill parking, this TN demonstrates that there are high levels of unrestricted off-street parking available on roads immediately surrounding the site.
- 5.4 This TN confirms that a new cycle shelter can be provided, in excess of the minimum cycle parking standards as set by WBC.
- 5.5 It is considered that this TN suitably addresses all comments raised by WBC Highways and the development proposals should therefore be considered acceptable on highway grounds.

APPENDIX A

PARKING SURVEY COUNTS



KEY:

- Parking space in use at time of count
- Parking space available at time of count
- Parking space unavailable for use at time of count
- Ashridge Nursery Parking Only

NOTE:

Based on OS Data.
Subject to topographical survey, highway boundary information, site ownership, Stage 1 Road Safety Audit (if required), detailed design and council approval.
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Client

WBC

Project

**KEEP HATCH PRIMARY SCHOOL
PROPOSED SEND UNIT**

Title

STAFF CAR PARKING SURVEY

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Scale	NTS @ A3	Date	APR 2026
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