

7 May 2026

FTP Project Reference: FTP/2601/04

Application Reference: 260425

St Paul's C of E Junior School, Oxford Road, Wokingham, RG41 2YJ

Full application for the proposed single storey SEND resource base and 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 (**260425**) for a new detached single storey SEND unit at **St Paul's C of E Junior School, Oxford Road, Wokingham, RG41 2YJ**.
- 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 9 April 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 20 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 (8.50am), 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 St Paul's Junior 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 16 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 purpose 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 16 new pupils would generate a slightly higher number of AM peak hour movements (20) 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 purpose of an existing sibling. As such, the number of new movements is likely to be around 17 (assuming a modest 15% sibling rate).
- 2.8 **Overall, it is considered likely that the proposals would generate between 14 – 17 vehicle movements, with a maximum of 20, 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 (0850). However, as the drop-off period remains staggered from the existing School by around 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 stated *"Despite the council's parking requirements have been acknowledged in the Transport Statement, the applicant suggests that there is no space available on-site to extend the existing car parking. Section 3 of the Transport Statement suggests that a total of 3 parking spaces have not been utilised during the site visit at 10am. It is relevant to note that two of the existing parking spaces will be reallocated as drop-off and pick-up area for SEND unit during specific time, so those spaces will not be available for full-time staff but to be utilised as visitor/lunch staff parking."*

For Highways to assess the net impact of this proposal, the applicant shall clarify if visitor parking spaces are available for the existing site, and whether the proposed parking spaces within the wider site are unallocated parking and can be fully utilised by the additional staff members.”

- 3.2 It is noted that the 4 parking spaces to the front of the school off Oxford Road are signed as “St Paul’s Staff Only” indicating that they are reserved for staff parking as opposed to visitors or drop-off. However, the existing staff parking within the site is understood to be at capacity and the staff parking bays to the front are under-utilised. This would indicate that whilst the on-site car park is at capacity, there is sufficient space for the existing members of staff and there is unlikely to be any overspill parking on surrounding residential streets associated with existing members of staff.
- 3.3 The image at **Figure 1** is from the site visit at 10am on Wednesday 4 February 2026. Additional visits have been undertaken on 22 April 2026 at 10.30am (**Figure 2**), 12.15pm (**Figure 3**) and 14.20pm (**Figure 4**) to review the available parking capacity across the school day.



Figure 1: 10.00 – 04.02.26



Figure 2: 10.30 – 22.04.26



Figure 3: 12.15 – 04.02.26



Figure 4: 14.20 – 22.04.26

- 3.4 It is noted that the same two vehicles are parked at the front of the school at 10.00am on 04.02.26 and at 10.30am and 12.15pm on 22.04.26. It is therefore likely that these are members of staff who can regularly rely on the parking spaces at the front of the school being available. Furthermore, both vehicles had left by 14.20pm on 22.04.26 and a single vehicle was observed to be visiting the school at this time.

- 3.5 The proposals include re-allocating two of the spaces at the front of the school as drop-off and pick-up for the SEND unit between 8.45am-9.15am and 2.45pm-3.15pm. The parking bays will remain available during the day for visitors and part-time staff. The parking counts undertaken on 04.02.26 and 22.04.26 confirm that there is sufficient capacity available to achieve the proposed drop-off and pick-up spaces.
- 3.6 Overall, the net impact on parking is a loss of 2 staff parking spaces (which are currently un-used) and a gain of 2 part-time drop-off / pick-up spaces. There remain no formal visitor spaces, however it is understood that visitors will use the available parking at the front of the gates for short periods of time during the day.
- 3.7 Paragraph 3.20 of the TS stated that *“During the site visit undertaken on Wednesday 4th February 2026 it was observed that there was spare on-street parking capacity on St Pauls Gate, with a total of 19 parking spaces available on-street (plus 2 EV charging points) within a 2-minute walk of the school.”*
- 3.8 These counts were repeated at 10.30am, 12.15pm and 14.20pm on 22.04.26 for the same area and the results are summarised in the table below.

Table 3.1: On-Street Car Parking Availability (St Pauls Gate)

Time	Total Number of Spaces	Number of Cars Parked	Number of Available Spaces
1000 – 04.02.26	68	47	21
1030 – 22.04.26	68	48	20
1215 – 22.04.26	68	47	21
1420 – 22.04.26	68	45	23

- 3.9 The on-street survey counts in the immediate vicinity of the school confirm that on-street parking stress is between 66% - 70% with a minimum of 20 unrestricted on-street parking spaces available at all times.
- 3.10 As confirmed within the TS *“It is likely that the proposals will result in some additional overspill parking on-street with up to a maximum of 6 cars (based on 4 out of the 6 new staff driving plus re-allocation of 2 staff bays). However, there is spare on-street capacity on St Paul’s Gate during the day, and any overspill parking would therefore not result in a severe impact on the highway network.*
- Furthermore, WBC have confirmed that the school has declining PAN numbers for children. Therefore, as the proposed SEND unit pupil and staff numbers increase the existing pupil and staff numbers for the main school will decrease and the overall net increase in pupil and staff numbers will be minimal.”*
- 3.11 WBC Highways have stated in their consultation response that *“While the site is located at a sustainability location within acceptable walking distance to the train station, in view of the shortfall of on-site parking, the application is required to include a framework School Travel Plan and Parking Management Plan as part of this proposal, to ensure no parking will be displaced within local residential streets.”*
- 3.12 As noted within the TS (paragraph 4.22) The school is working with WBC to produce a School Travel Plan which will include the new unit. This will deliver sustainable transport objectives and measures over a 5-

year period to encourage sustainable travel and increase the number of staff and pupils walking, cycling and travelling using public transport. Thus, aiming to reduce single occupancy car journeys in particular.

- 3.13 It is understood that the school are in the early stages of preparing the School Travel Plan and it is accepted that a Framework School Travel Plan and Parking Management Plan (to be prepared in conjunction) can be secured by planning condition, ensuring that suitable measures can be implemented to reduce, or at least maintain to the current level, the number of staff who drive alone to work and increase the number of staff who regularly travel by sustainable transport modes.

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 agreed that a new cycle shelter should be provided in accordance with the WBC standards for the new SEND building. In total the standards require a minimum of 6 cycle parking spaces (3 Sheffield stands) which should be covered and secure.
- 4.3 It is considered that the proposed cycle parking can be secured by planning condition, with details in relation to the location, number and type of spaces to be agreed prior to occupation of the new SEND building.

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 (260425) for a new detached single storey SEND unit at **St Paul's C of E Junior School, Oxford Road, Wokingham, RG41 2YJ**.
- 5.2 This TN confirms that the site is expected to generate between 14 – 17 vehicle movements, with a maximum of 20, 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 Junior School by around 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 a Framework Travel Plan and Parking Management Plan can be secured by planning condition, ensuring that suitable measures can be implemented to reduce, or at least maintain to the current level, the number of staff who drive alone to work and increase the number of staff who regularly travel by sustainable transport modes.
- 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.