

22 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 (TN02) 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 TNO2 follows on from TN01 dated 7 May 2026, and provides additional information in relation to the existing and proposed on-site parking provision.
- 1.3 A total of 3 site visits were undertaken by FTP on **Thursday 21 May 2026** at **09:20, 11:30** and **13:30** to observe and record the existing parking layout and capacity. The school was operating as normal at the time of the site visit and is considered to be a 'neutral' day.

2. Existing and Proposed Parking Layout

- 2.1 The plan attached at **Appendix A** shows the existing parking layout as observed and measured on 21.05.2026. The site provides a total of 30 parking spaces, including 1 blue badge holder bay and 1 Head Teacher bay as summarised in **Table 2.1** below.
- 2.2 As shown on the plan at **Appendix A**, the proposals seek to re-allocate 2 bays at the front of the site to 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.

Table 2.1: Existing and Proposed Car Park Provision

Time	Existing	Proposed	Net Change
Blue Badge Holder	1	1	0
Head Teacher	1	1	0
Staff	28	26	-2
Pick-Up & Drop-Off / Visitor	0	2	+2
Total	30	30	0

- 2.3 The proposals result in a net reduction of 2 staff car parking spaces, through the re-allocation of spaces to provide on-site drop-off and pick-up space for the SEND unit.

2.4 The plan attached at **Appendix A** shows the turning arrangements for a 7.5T (8m) LGV which is the largest vehicle used to regularly service the school from within the site.

2.5 It should be noted that as shown on the parking survey result plans at **Appendix B**, that a total of 5 cars park on-site outside of marked bays which restrict the turning of larger delivery vehicles. When this occurs, the site controller assists the drivers to reverse from the site to Oxford Road.

3. Parking Survey Results

3.1 A total of 3 site visits were undertaken by FTP on **Thursday 21 May 2026** at **09:20, 11:30** and **13:30** to observe and record the existing parking capacity. The school was operating as normal at the time of the site visit and is considered to be a 'neutral' day.

3.2 The results are shown visually at **Appendix B** and summarised in the table below:

Table 3.1: Parking Stress Survey – 21.05.2026

Time	Number of Marked Spaces	Number of Vehicles Parked On-Site	Parking Stress
09:20	30	33	110%
11:30	30	33	110%
13:30	30	27	90%

3.3 As detailed within the TS and TN01, the existing car park is operating at capacity, with some available spare capacity during the afternoon period. Vehicles are observed to park outside of marked bays within the main area of the car park, and within the turning area.

School Travel Plan

4.1 A School Travel Plan (STP) will be secured by condition and will include a range of measures and commitments to reduce the number of staff travelling alone by private car and increase the number of staff travelling by sustainable and active travel modes. It is agreed that it is suitable for the STP to be discharged prior to occupation of the development.

4.2 It is important to the note that the proposed SEND unit will not be operating at full capacity upon opening. Initially there will be 4 new staff when the unit opens, increasing to 6 when fully occupied. 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."*

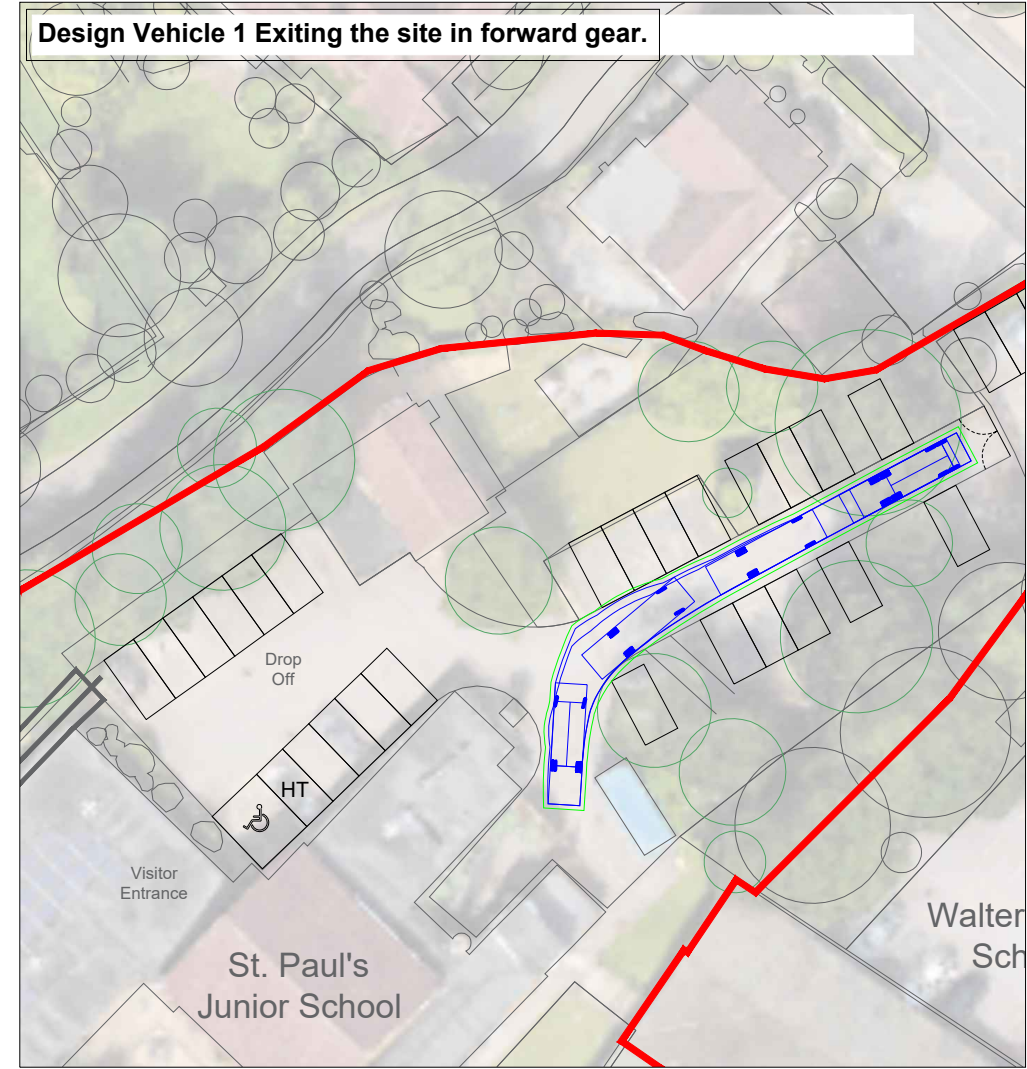
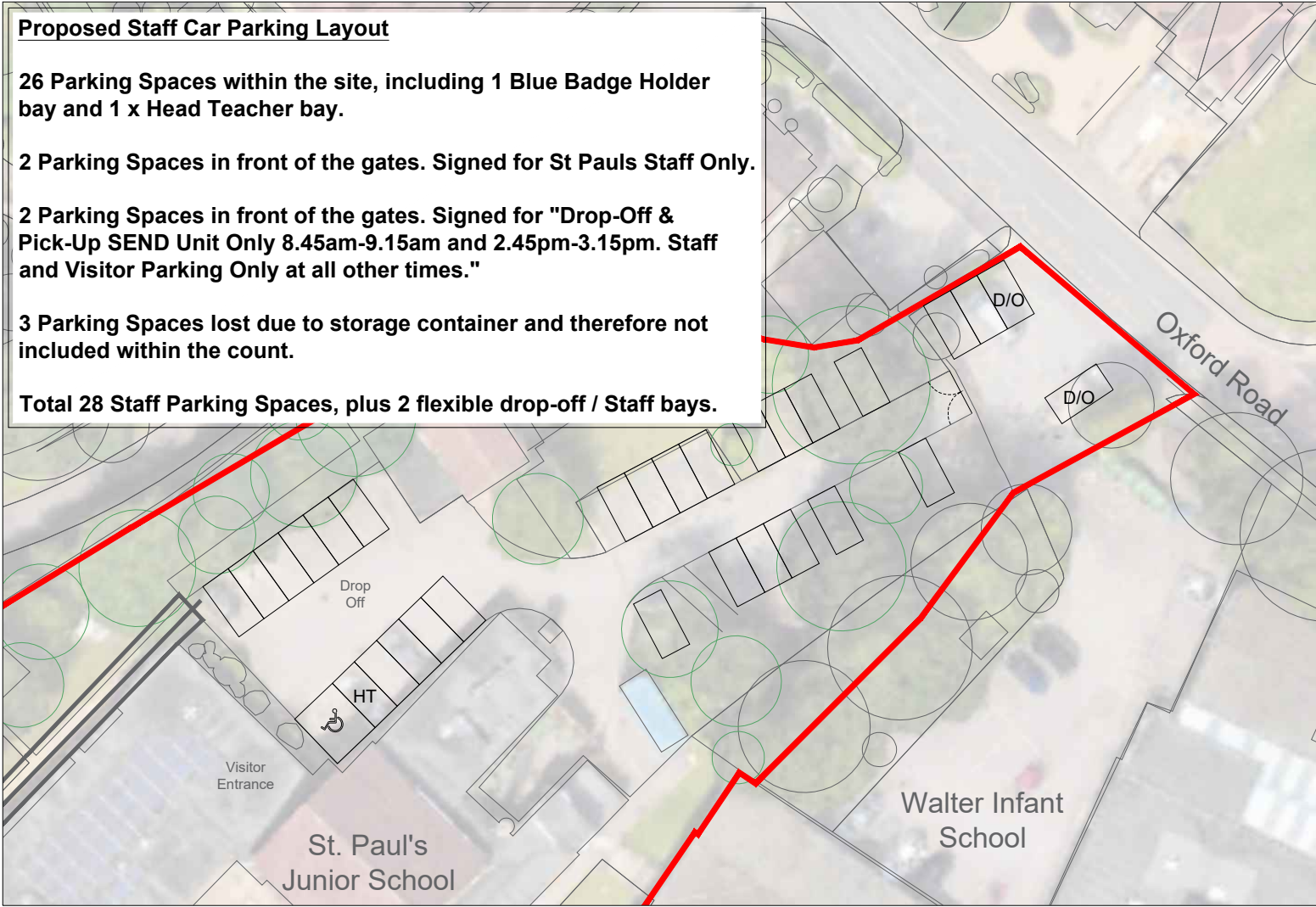
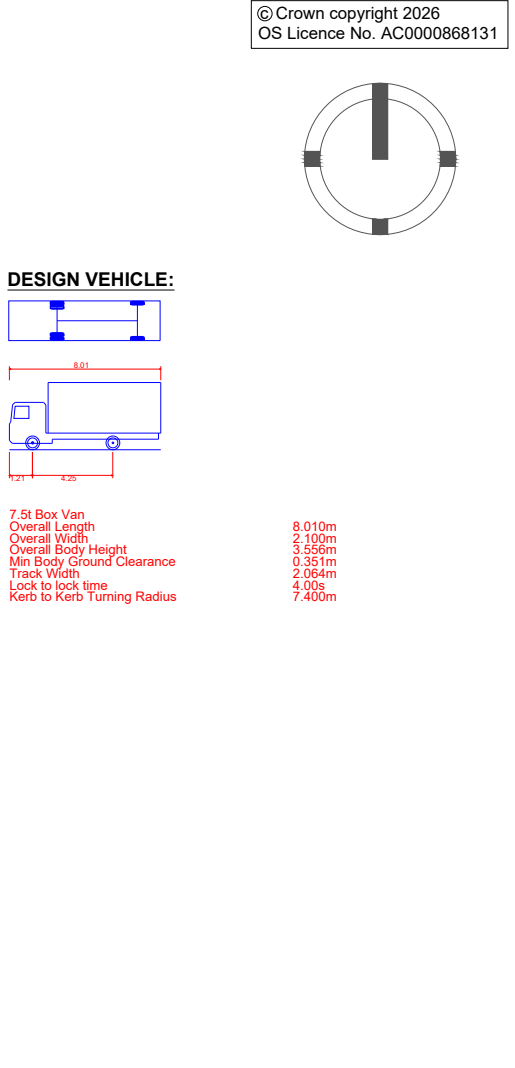
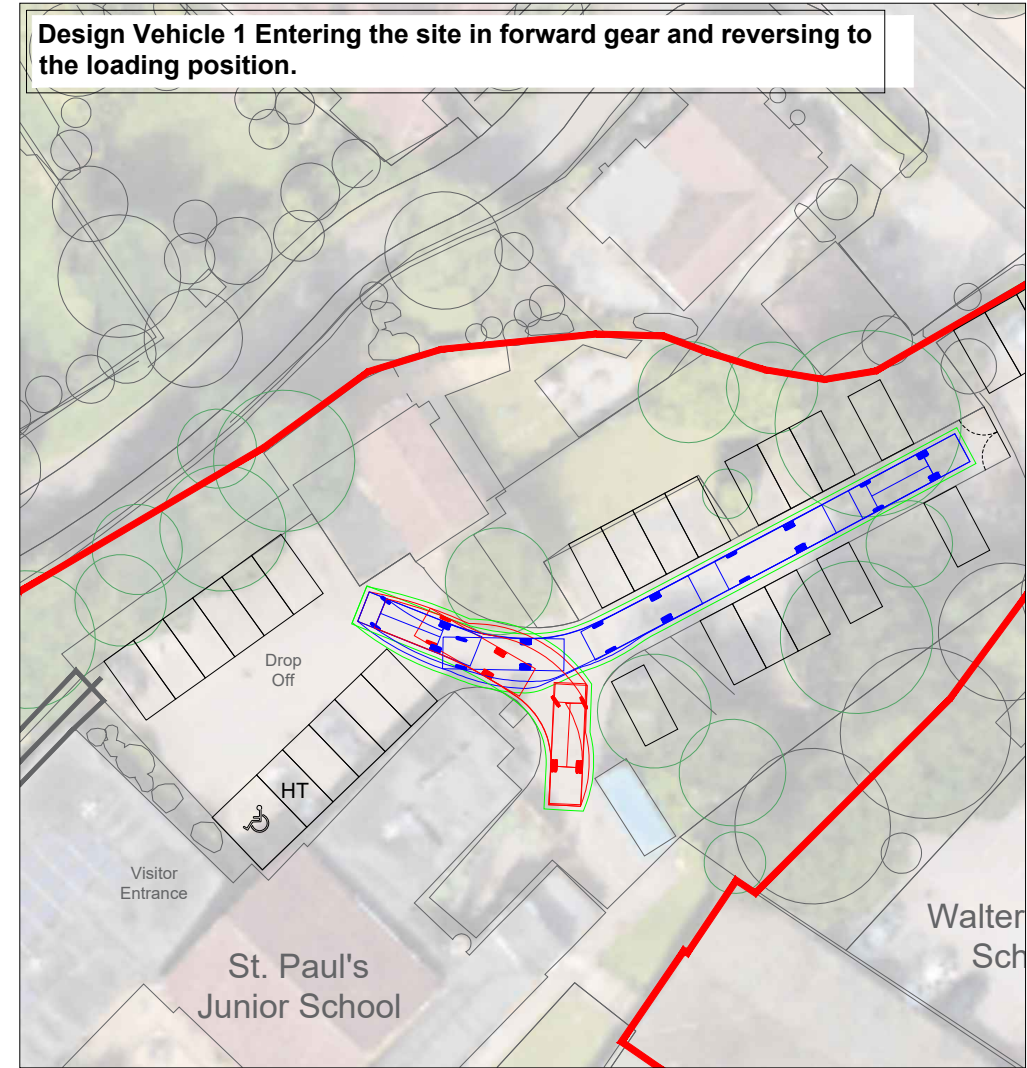
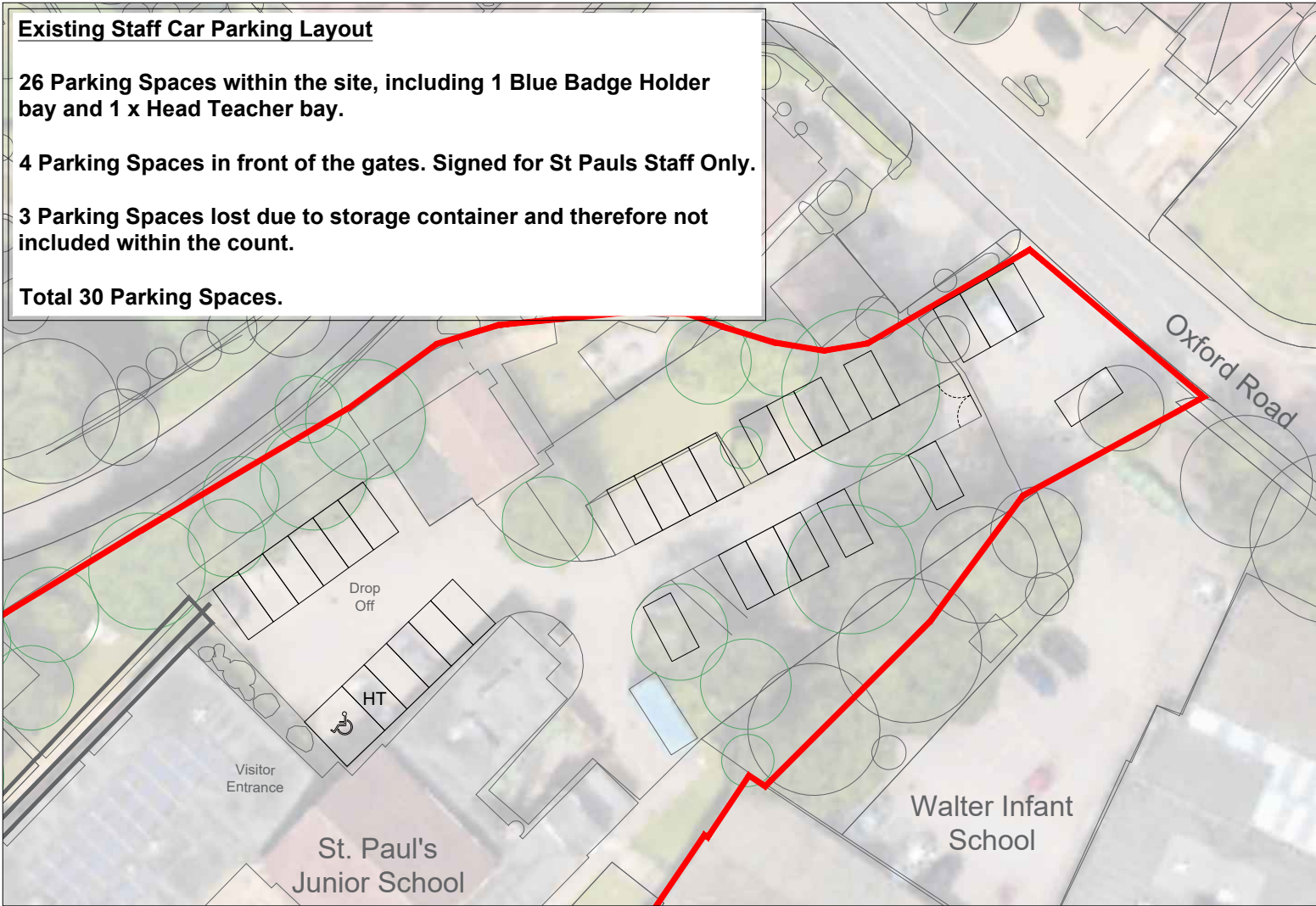
4. Summary and Conclusions

5.1 This Technical Note (TN02) 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 includes a parking and turning plan of the existing and proposed car park layouts as requested by WBC and confirms that the proposals result in a net reduction of 2 staff car parking spaces, through the re-allocation of spaces to provide on-site drop-off and pick-up space for the SEND unit.
- 5.3 This TN confirms that a School Travel Plan (STP) will be secured by condition and will include a range of measures and commitments to reduce the number of staff travelling alone by private car and increase the number of staff travelling by sustainable and active travel modes. It is agreed that it is suitable for the STP to be discharged prior to occupation of the development.
- 5.4 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 AND TURNING PLAN



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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FTP FIRMIN TRANSPORT PLANNING

Client
WBC

Project
ST PAULS C OF E JUNIOR SCHOOL PROPOSED SEND UNIT

Title
EXISTING AND PROPOSED STAFF CAR PARKING LAYOUT

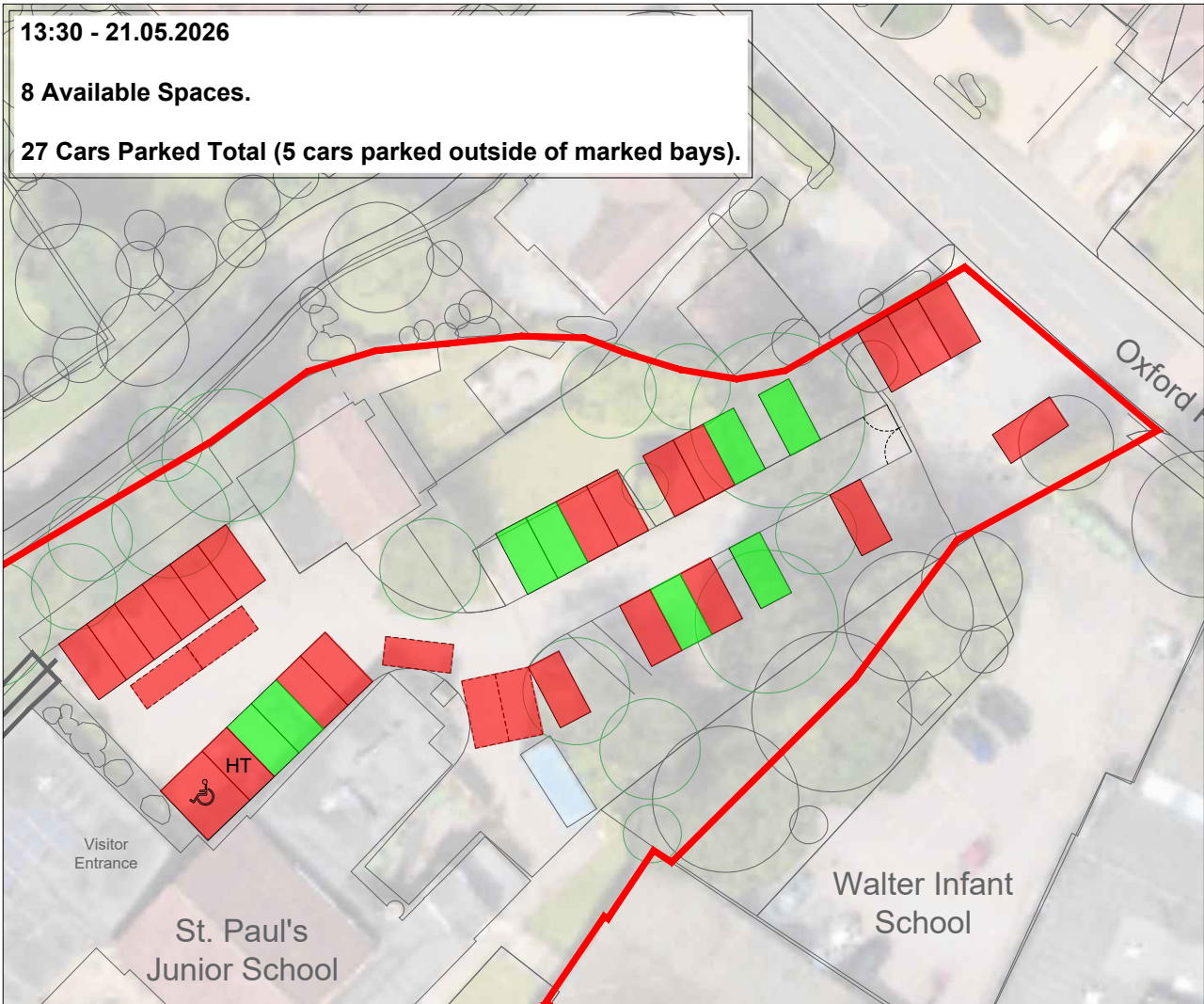
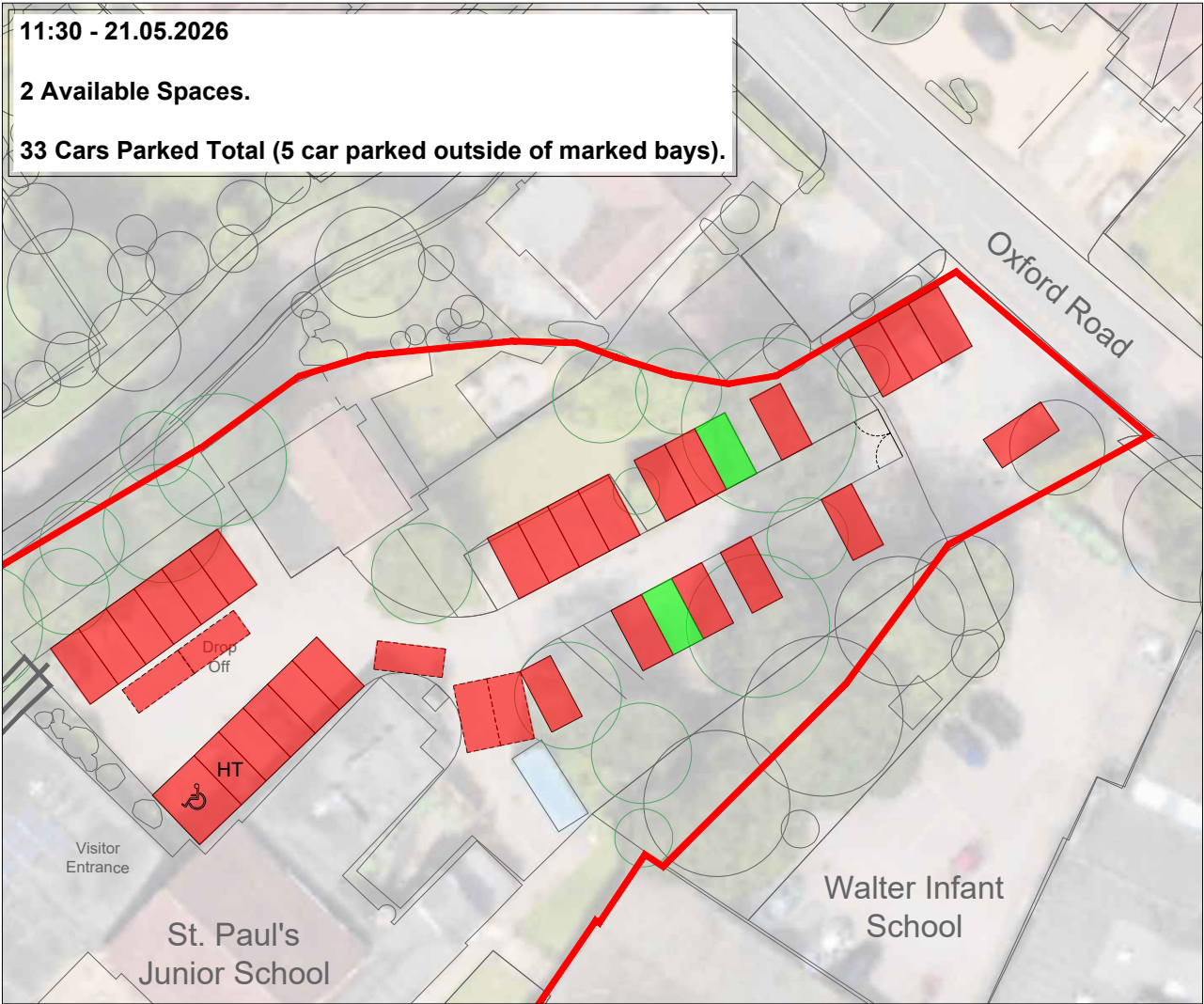
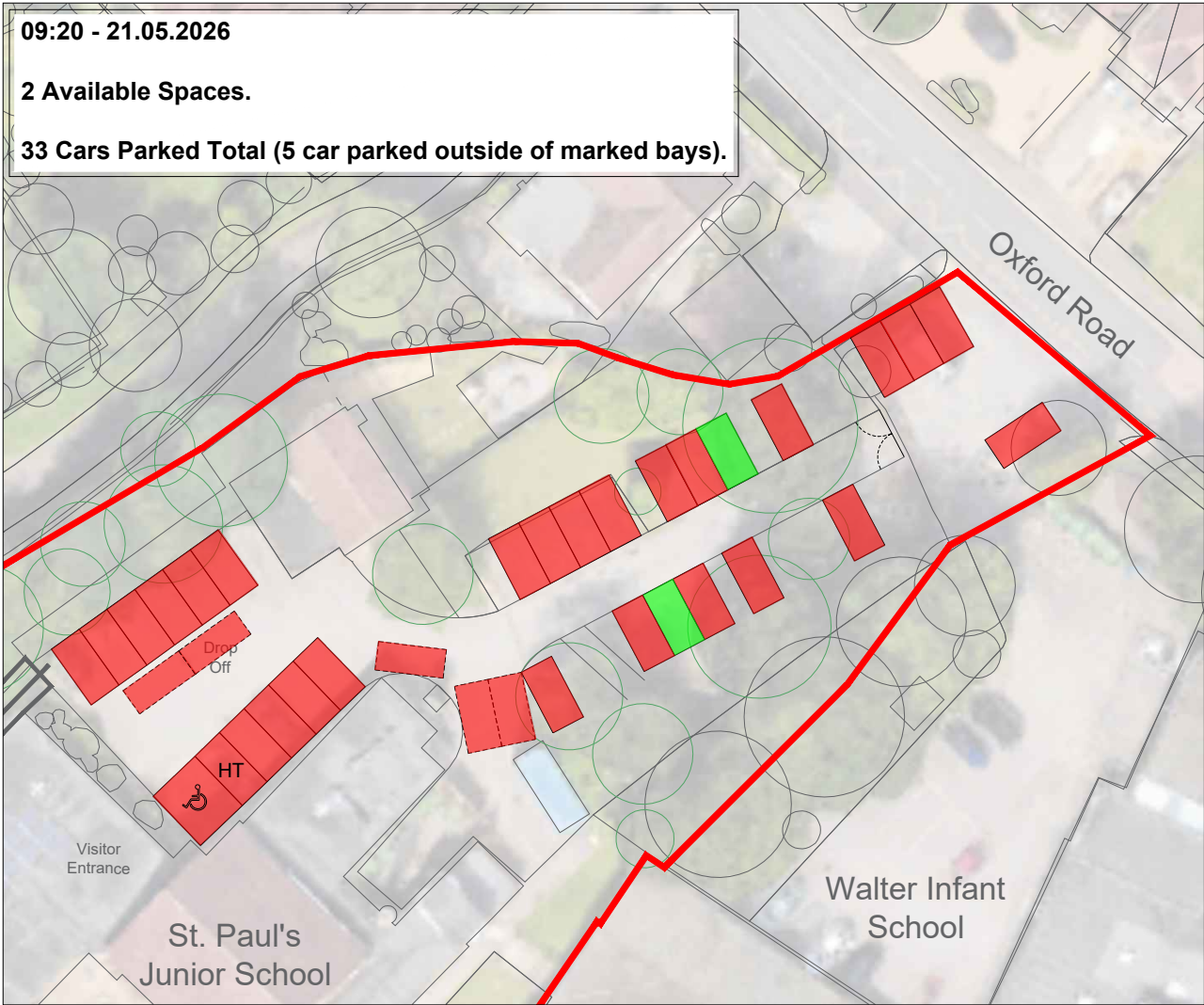
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APPENDIX B

PARKING SURVEY COUNTS

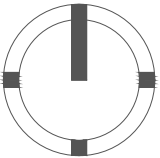


NOTES:

It is understood that parking outside of marked bays is a daily occurrence. In practice, the informal parking spaces do not cause an issue but do remove the ability for delivery vehicles to turn within the site.

As such, smaller deliveries are undertaken from the entrance gate. Larger vehicles reverse from the site to Oxford Road with assistance from the Site Controller.

Available spaces at 09:20 and 11:30 would only be suitable for smaller cars due to cars not parking efficiently (bays are unmarked in these areas).



KEY:

- Parking space in use at time of count
- Parking space available at time of count

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Client

WBC

Project

**ST PAULS C OF E JUNIOR
SCHOOL PROPOSED SEND UNIT**

Title

STAFF CAR PARKING SURVEY

Drawn

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Checked

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Scale

NTS @ A3

Date

MAY 2026

Drawing No.

2601/03 - 02 RevA