

Date: 4 March 2026
Application: 260424



**WOKINGHAM
BOROUGH COUNCIL**

WBC Highways

Development Management &
Compliance

P.O. Box 157

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Berkshire, RG40 1BN

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Dear WBC Highways,

Reg 3 Planning Approval Consultation

Application Number: 260424

Applicant: Mr Jon Charman

Site Address: Keep Hatch Primary School, Ashridge Road, Wokingham, RG40 1PG

Parish: Wokingham

Grid Reference: Easting - 481954, Northing - 169400

Type of Development: Minor All other developments

Proposal: Full application for the proposed erection of a detached single storey building to form a new SEND unit with associated landscaping.

Case Officer: Phillip Richards

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 260424. 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 **25 March 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	260424
Address:	Keep Hatch Primary School, Ashridge Road, Wokingham, RG40 1PG.		
Proposal:	Full application for the proposed erection of a detached single storey building to form a new SEND unit with associated landscaping.		
Type of Development:	Minor All other developments		
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 erect a new SEND building of 260m² for 15 pupils. The applicant expects majority pupils are new to the school, and 6 additional full-time staff will be employed.

The existing main school entrance on Ashridge Road will be utilised, which is welcomed.

Traffic Impacts

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.

Parking

According to the WBC Parking Standards, Primary School will require one car parking space per full time equivalent staff member.

The applicant suggests there are spare parking capacity within the existing car park, so no additional staff parking is proposed. Section 3 of the Transport Statement suggests that a total of 6 standard parking spaces and 2 disable bays have not been utilised during the site visit at 9am.

While the Highways would have expected hourly parking survey data to be provided to verify the existing parking demand, the Highways understand school generally have lower variation on parking demand during the day compared to other uses.

However, supplementary details of parking utilisation of at least two different time of the same day, between the school start time and finish time, shall be provided to verify the parking demand remains steady throughout the day.

The applicant shall also confirm if all parking spaces within the wider site are unallocated parking and can be fully utilised by the additional staff members.

Alternatively, the applicant shall include a framework School Travel Plan as part of this proposal.

Cycle Provisions

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.

Conditions & Reasons (if required)

Date:	11/3/2026	Signed:	JP
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