

Date: 27 March 2026
Application: 260425



**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,

Full Planning Approval Consultation

Application Number: 260425

Applicant: Mrs Sarah Lee

Site Address: St Paul's C Of E Junior School, Oxford Road, Wokingham, RG41 2YJ

Parish: Wokingham

Grid Reference: Easting - 480154, Northing - 168836

Type of Development: Minor All other developments

Proposal: Full Application for the proposed single storey SEND resource base and associated landscaping.

Case Officer: Tariq Bailey-Biggs

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 260425. 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 **20 April 2026**.

Yours sincerely,
Development Management & Compliance

MEMORANDUM

From:	JP		
Service	WBC Highways	App No:	260425
Address:	St Paul's C Of E Junior School, Oxford Road, Wokingham, RG41 2YJ.		
Proposal:	Full Application for the proposed single storey SEND resource base and 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 16 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 Oxford 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 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.

Parking

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

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. For clarity, the applicant may wish to fill in the following table:

	Existing	Proposed	Net Change
Staff Parking			
Visitor Parking			
Pick-up and Drop-off Bay			

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.

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. This is essential given the shortfall of parking provision.

Conditions & Reasons (if required)

Date:	9/4/2026	Signed:	JP
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