

KEEP HATCH PRIMARY SCHOOL

PROPOSED SEND UNIT

TRANSPORT STATEMENT

FEBRUARY 2026

PROPOSED SEND UNIT

KEEP HATCH PRIMARY SCHOOL, WOKINGHAM, RG40 1PG

TRANSPORT STATEMENT

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TRANSPORT STATEMENT

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1. INTRODUCTION

- 1.1 **Firmin Transport Planning Ltd (FTP)** have been instructed by **Wokingham Borough Council (WBC)** to prepare a Transport Statement (TS) to support a planning application to Wokingham Borough Council (WBC) for a new SEMH (Social, Emotional, and Mental Health) Resource Base Unit at **Keep Hatch Primary School, Ashridge Road, Wokingham, RG40 1PG**.
- 1.2 The new SEMH Resource Base will provide a dedicated, calm and structured learning environment for pupils, supporting a range of learning, sensory and social-communication needs. The proposals form part of WBC's ongoing programme to expand and enhance SEND provision across its primary and secondary estates, responding to increasing local demand for high-quality specialist support within mainstream school settings
- 1.3 The new unit will provide learning spaces and facilities for 15 pupils and 6 staff when fully occupied.
- 1.4 This TS has been prepared in accordance with the latest national and local guidance documents including the National Planning Policy Framework (NPPF) and the WBC Local Plan and related documents.
- 1.5 This TS is structured in the following way:
- **Section 2 – Transport Policy** reviews the relevant transport policies at national, regional and local levels;
 - **Section 3 – The Site and Existing Conditions** provides a detailed understanding of the existing site and surrounding highway network including the existing staff parking;
 - **Section 4 – Development Proposals and Impacts** provides a detailed understanding of the development proposals and describes how the proposals will not have a severe impact on the surrounding highway network; and
 - **Section 5 – Summary and Conclusions** provides a summary of the key transport impacts, issues and solutions of the development proposals.
- 1.6 This TS examines the existing transport network and considers the transport impacts of the proposed development.

2. TRANSPORT POLICY

Introduction

- 2.1 This section of the TS reviews the transport related planning policies at national, regional and local levels which have informed the development proposals.

National Planning Policy Framework (NPPF)

- 2.2 The NPPF was published in March 2012 and most recently updated in February 2025. It sets out the government's planning policies for England and how these are expected to be applied.

- 2.3 Section 9 of the NPPF deals with promoting sustainable transport and paragraph 109 states that *“Transport issues should be considered from the earliest stages of plan-making and development proposals, using a vision-led approach to identify transport solutions that deliver well-designed, sustainable and popular places. This should involve:*

- a) making transport considerations an important part of early engagement with local communities;*
- b) ensuring patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places;*
- c) understanding and addressing the potential impacts of development on transport networks;*
- d) realising opportunities from existing or proposed transport infrastructure, and changing transport technology and usage – for example in relation to the scale, location or density of development that can be accommodated; and*
- e) identifying and pursuing opportunities to promote walking, cycling and public transport use; and*
- f) identifying, assessing and taking into account the environmental impacts of traffic and transport infrastructure – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains.”*

- 2.4 Paragraph 110 states that *“Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.”*

- 2.5 The NPPF outlines in paragraph 116 that *“Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.”*

Planning Practice Guidance (PPG)

- 2.6 The NPPF is supported by the PPG and a separate section titled *“Travel Plans, Transport Assessments and Statements”* provides advice on when Travel Plans, Transport Assessments or Statements are required and what they should contain. The advice was published in March 2014.

- 2.7 The PPG outlines the purpose of a Travel Plan and states that they are *“long-term management goals for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel.”*
- 2.8 A Transport Assessment or Transport Statement is defined as a *“way of assessing the potential transport impacts of developments”* and they *“may propose mitigation measures to promote sustainable development. Where that mitigation relates to matters that can be addressed by management measures, the mitigation may inform the preparation of Travel Plans”*.
- 2.9 The PPG also confirms that Travel Plans, Transport Assessments and Transport Statements make positive contributions to:
- *Encouraging sustainable travel;*
 - *Lessening traffic generation and its detrimental impacts;*
 - *Reducing carbon emissions and climate impacts;*
 - *Creating accessible, connected, inclusive communities;*
 - *Improving health outcomes and quality of life;*
 - *Improving road safety; and*
 - *Reducing the need for new development to increase existing road capacity or provide new roads.*

Local Policy – Wokingham Borough Development Plan

- 2.10 The WBC development plan consists of local plan and neighbourhood development plan documents which form a strategy for how growth and development will be managed in the borough.
- 2.11 The Adopted Core Strategy Development Plan Document (January 2010) sets out the WBC strategy for managing development until 2026. Policy CP6 (Managing Travel Demand) states that:
- “Planning permission will be granted for schemes that: a) Provide for sustainable forms of transport to allow choice; b) Are located where there are or will be at the time of development choices in the mode of transport available and which minimise the distance people need to travel; c) Improve the existing infrastructure network, including road, rail and public transport, enhance facilities for pedestrians and cyclists, including provision for those with reduced mobility, and other users; d) Provide appropriate vehicular parking, having regard to car ownership; e) Mitigate any adverse effects upon the local and strategic transport network that arise from the development proposed; f) Enhance road safety; and g) Do not cause highway problems or lead to traffic related environmental problems.”*
- 2.12 The Adopted Managing Development Delivery Local Plan (February 2014) outlines detailed policies for managing development. Policy CC07 relates to parking and states:
- “1. Planning permission will only be granted where the proposal demonstrates the following: a) How the proposed parking provision meets the standards set out in Appendix 2 of the MDD b) That the new scheme retains an appropriate overall level of off-street parking.”*

- 2.13 WBC parking standards are set out in Appendix 2 of the MDD Local Plan and state for Use Class D1 Primary Schools parking should be provided on the basis of 1 space per full-time member of staff, and cycle parking should be provided at one long-stay space per 3 pupils and one long-stay space per 5 staff.

Policy Summary

- 2.14 This TS demonstrates that the development proposals are in accordance with the national, regional and local transport policies identified above by demonstrating that the new SEMH Resource Base Unit will not have a severe impact on the surrounding highway network

3. THE SITE AND EXISTING CONDITIONS

The Site

- 3.1 Keep Hatch Primary School is set within a predominantly residential suburban area of Wokingham on land west of Budes Gardens and east of Ashridge Road as shown on the Site Location Plan at **Figure 1**. Foundry College forms the northern site boundary.
- 3.2 Vehicular access to the school is from Ashridge Road whilst there are three points of pedestrian access from Ashridge Road, Hughes Road to the south, and Budes Road to the north.

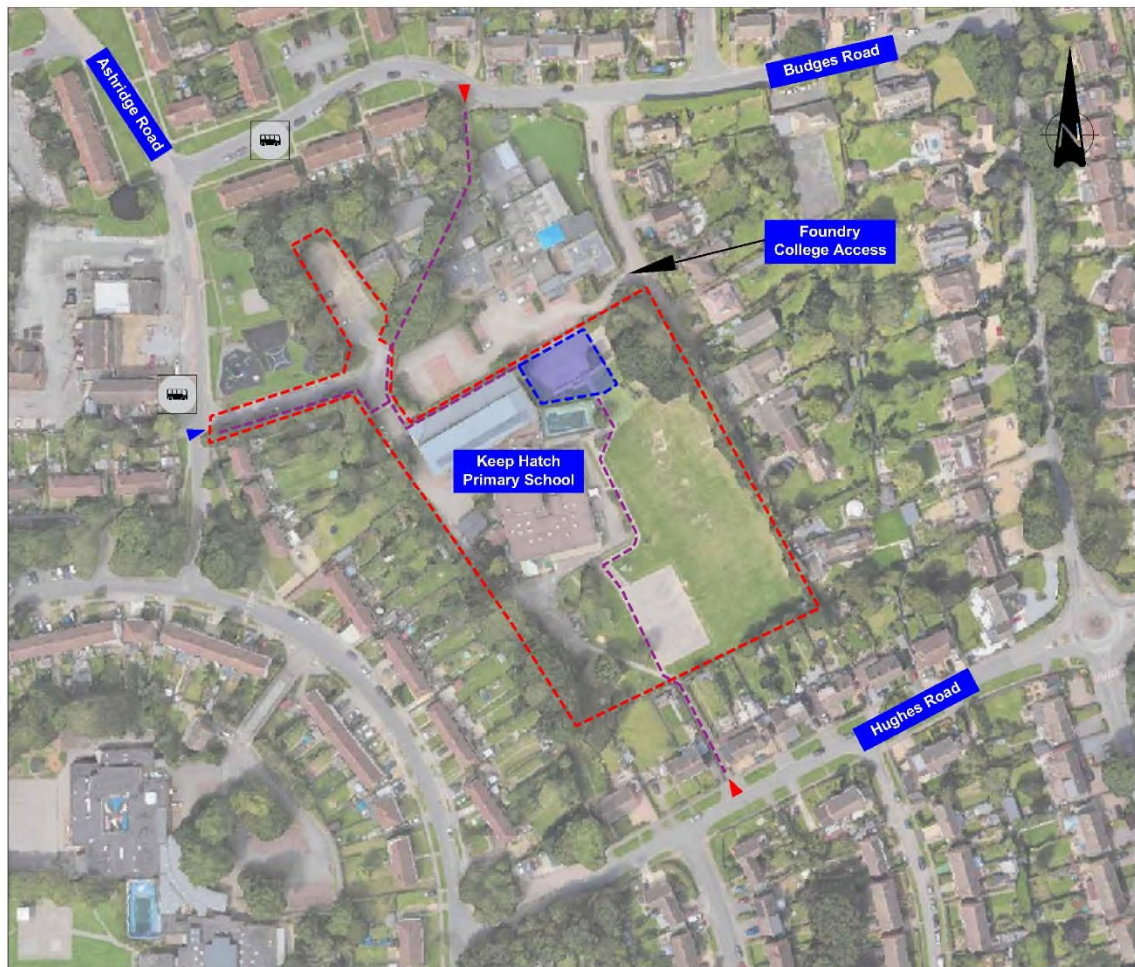


Figure 1: Site Location Plan (Google Maps)

Local Road Network

- 3.3 Vehicular access to the school is from Ashridge Road which leads to a staff parking area consisting of Echelon style parking along the southern side of the road and a car park to the north of the school. To the east of the car park the access road forks providing access to the main school grounds as well as Ashridge Nursery and Brambles Children's Centre.
- 3.4 Ashridge Road is a north-south route between Warren House Road at its northern end and Norreys Avenue at its southern end. It is a primarily residential road providing access to Keep Hatch Primary School,

Ashridge Road shops as well as further residential roads including Budes Road. There are footways on both sides of the road, with street lighting and a 30mph speed limit in operation.

- 3.5 Budes Road forms a priority junction with Ashridge Road around 90m north of the school access. It is another residential road providing a link between Ashridge Road and Keep Hatch Road at its eastern end.
- 3.6 Budes Gardens forms a priority junction with Budes Road approximately halfway along Budes Road. It is a no through road and provides access to residential dwellings and Foundry College only. It is street-lit with footways on both sides to the point of access to Foundry College, at which point the road narrows and has a footway on the eastern side only.

Keep Hatch School Access and Parking

- 3.7 There are three points of access on Ashridge Road, Budes Road, and Hughes Road. The accesses on Budes Road and Hughes Road are pedestrian only. Each access has 'School Keep Clear' road markings across the frontage which prevent on-street parking between 8.15am – 9.15am and 3.00pm – 4.00pm Monday to Friday on Hughes Road and Budes Road, whilst restrictions are 'no stopping at any time' on Ashridge Road. On the opposite side of the carriageway, yellow lining operates with the same restrictions at these points.
- 3.8 The school provides a total of 41 designated parking spaces (including 2 disabled bays) on-site for staff, accessed from the Ashridge Road entrance. There are 13 Echelon bays along the southern side of the access road and a separate car park with a total of 28 marked spaces, 2 of which are disabled bays and 1 allocated space for the Headteacher.
- 3.9 A site visit was undertaken at 9am on Wednesday 4 February 2026 to coincide with the proposed drop-off time for the SEND unit. At the time of the visit, the main school drop-off had been completed and the gates closed indicating that all pupils and staff would have been on-site. As shown on the photographs at **Figure 2 and 3** below, there were 3 available parking spaces within the Echelon parking area and 5 available parking spaces (including 2 disabled bays) within the main car park.



Figure 2 (left) and Figure 3 (right): Available parking spaces within Staff car parks.

On-Street Parking

- 3.10 On-street parking is restricted on the western side of Ashridge Road by double-yellow lining between the Ashridge Road / Norreys Avenue Junction and the Ashridge Shops bus stop. To the north of the bus stop accesses to the Ashridge Road shops and zig-zag markings associated with the signal-controlled pedestrian crossing further prevent on-street parking for around 70m north of the school access.
- 3.11 On the eastern side of Ashridge Road, parking is also prohibited for around 70m north of the school access and around 13m south of the access by the 'School Keep Clear' and zig-zag markings. There are no other formal on-street waiting restrictions on the surrounding local roads except for the 'School Keep Clear' restrictions and double-yellow lining at junctions.
- 3.12 During a site visit undertaken on Wednesday 4th February 2026 it was observed that all residential roads in the vicinity were lightly parked and there was spare on-street parking capacity, with a minimum of 50 parking spaces available on-street within a 2-minute walk of the school.



Figure 4: Budes Road (E of Budes Gardens)



Figure 5: Budes Gardens



Figure 6: Budes Road (nr Ashridge Rd)



Figure 7: Ashridge Road

Public Transport – Bus Services

- 3.13 As shown at **Figure 1** the nearest bus stops are located to the west on Ashridge Road (a 160m / 2-minute walk distance from the centre of the school site) and to the north on Budes Road (a 250m / 3-minute walk distance from the centre of the school site). As shown at **Figure 8**, the Ashridge Road stop provides seating, shelter, timetable information, and a bin. Whilst the Budes Road stop is a simple flagpole arrangement with timetable information.



Figure 8: Ashridge Road Bus Stop

- 3.14 The Thames Valley 121 and 151A bus services serve the bus stops in the site vicinity and are summarised in the table below:

Table 3.1: Bus Services

Bus Service	Route	Average Frequency (per hour)			Weekday	
		Weekday	Saturday	Sunday	First	Last
121	Wokingham Tesco – Norreys Estate (via Wokingham Town Centre)	2	4 per day	-	0637	1917
151A	Bracknell – Wokingham (via Binfield/Ashridge Shops/Emmbrook School)	2 per day	5 per day	-	0757	1524
Total		2	-	-	-	-

- 3.15 The table above confirms that there is an average of 2 bus services per hour Monday – Friday available from bus stops within a 250m walk distance of the site. Additionally, the 151A service provides a weekday school service in the morning and afternoon. The site therefore benefits from good access to bus services locally.

Public Transport Rail

- 3.16 The nearest rail station is Wokingham Station around 1.8km south-west of the Ashridge Road school access and is accessible within a 23-minute walk, 11-minute bus ride, or 10-minute cycle ride.

- 3.17 Wokingham Station is accessible and a step-free category A station with step-free access across the entire station. Secure and covered cycle parking (118 spaces) is also available outside the station entrance.
- 3.18 South Western Railway and Great Western Railway services operate to and from the station with trains providing frequent access to destinations including Reading, Wimbledon, London Waterloo and Gatwick Airport as outlined in the table below:

Table 3.2: Rail Services

Rail Line	Route	Peak Hour Frequency			Weekday	
		Weekday	Saturday	Sunday	First	Last
South Western Railway	Reading – London Waterloo	Every 30 mins	Every 30 mins	Every 30 mins	0553	2325
South Western Railway	London Waterloo - Reading	Every 28 mins	Every 30 mins	Every 30 mins	0600	0126
Great Western Railway	Reading – Gatwick Airport	Every 30 mins	Every 30 mins	Every 30 mins	0441	2342
Great Western Railway	Gatwick Airport – Reading	Every 20 mins	Every 30 mins	Every 30 mins	0642	0033

Active Travel – Walking and Cycling

- 3.19 The site is very well served by footways, footpaths and on / off-road cycle routes ensuring that there is good access to active travel options for existing and future school staff and pupils.
- 3.20 There are street-lit footways on both sides of Ashridge Road, Budges Road, and Hughes Road. These footways provide excellent connections to the three points of pedestrian access to the school on Ashridge Road, Budges Road, and Hughes Road.
- 3.21 Within the school site two zebra crossing points aid pedestrian movement from the staff car park and Ashridge Road site access to the main school buildings.
- 3.22 A signal-controlled pedestrian crossing around 50m north of the Ashridge Road school access provides a safe crossing point for staff and pupils to access the Ashridge Road shops and bus stop on the western side of Ashridge Road.
- 3.23 The residential roads surrounding the school are considered conducive to cycling. Norreys Avenue to the south-west is considered as a quiet link of the WBC cycle network which connects to on and off – carriageway routes that can be used to access Wokingham Station and Wokingham town centre.

4. DEVELOPMENT PROPOSALS AND IMPACTS

Development Overview

- 4.1 The proposals seek to build a new SEMH Resource Base Unit to the east of the existing school buildings and adjacent to the northern school site boundary and Foundry College as shown on the proposed site layout plan attached at **Appendix A**.
- 4.2 The new SEMH Resource Base will provide a dedicated, calm and structured learning environment for pupils, supporting a range of learning, sensory and social-communication needs. The proposals form part of WBC's ongoing programme to expand and enhance SEND provision across its primary and secondary estates, responding to increasing local demand for high-quality specialist support within mainstream school settings
- 4.3 The new unit will provide learning spaces and facilities for 15 pupils. The majority of pupils will be new to the school, with 1 to 2 pupils being from the existing cohort.
- 4.4 The school currently employs 54.08 FTE staff. There will be an initial intake of 4 pupils with 1 teacher and 2 support staff upon opening who will be in addition to the staff who already working at the school.
- 4.5 The number of staff will increase as more pupils are enrolled. Staffing ratios for SEND settings are driven by individual pupil need and it is expected that there will be a total of 6 staff when the unit is fully occupied.

Staff Parking

- 4.6 The school car park currently provides **41 car parking spaces** (including 2 disabled bays) for staff.
- 4.7 Initially there will be 3 new staff when the unit opens, increasing to 6 when fully occupied.
- 4.8 WBC parking standards require 1 car parking space per full-time member of staff for Use Class D1 Primary Schools. However, proposals do not seek to provide additional staff parking on-site on the basis that there is spare parking capacity within the existing car park.
- 4.9 As detailed within **Section 3** of this TS there are very good walking, cycling, and public transport opportunities within the site vicinity, which current staff make use of and therefore it is not anticipated that all new staff would travel by car. Additionally, a School Travel Plan (STP) is due to be implemented which will encourage sustainable travel and aim to decrease the number of staff driving to school over the next 5 years. Therefore, reducing parking demand associated with school staff and further increasing spare parking capacity on-site.
- 4.10 In the event that the proposals result in some overspill parking on-street (up to a maximum of 3 cars if all 6 staff drive to work) there is a significant amount of spare on-street capacity and any overspill parking would therefore not result in a severe impact on the highway network.
- 4.11 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.
- 4.12 WBC cycle parking standards state cycle parking should be provided on the basis of one long-stay space per 3 pupils and one long-stay space per 5 staff. There is an existing covered and secure cycle store on-

site which had spare capacity at the time of the site visit. The STP will encourage cycling as an active mode of transport for both staff and pupils and will include cycle parking monitoring. The STP will include a commitment to increase cycle parking provision if, and when, demand requires.

Proposed Drop-Off / Pick-Up

- 4.13 Parents / carers will be encouraged to drop-off and pick-up pupils from Budes Road where there is sufficient on-street capacity and a high-quality, safe and direct route to the school entrance from Budes Road.
- 4.14 For any pupils who require a more direct drop-off / pick-up service, including those who may arrive by WBC Taxi, drop-off and pick-up will be permitted from the main car park and internal access road where short-stay parking for drop-off and pick-up can be undertaken without causing an obstruction.
- 4.15 It should be noted that not all pupils of the unit will require vehicular access. Some pupils will walk to school or use the bus.
- 4.16 It is estimated that there will be around 7 vehicles dropping off and picking up pupils when the unit is at capacity. The expected vehicle movements associated with the new unit would therefore be as follows:
- 7 vehicles dropping off pupils in the morning; and
 - 7 vehicles picking up pupils in the afternoon.
- 4.17 Drop-off and pick-up of pupils will be staggered from the primary school. The start and finish times of the new SEND unit will be 0900 and 1500 which is outside of the main school and Foundry College start and finish times noted below. Therefore, vehicle movements associated with the new unit will be outside the levels of peak activity associated with neighbouring establishments and will not therefore have a material impact on the surrounding highway network.
- New SEND Unit Drop-Off: 0900 Pick-Up: 1500
 - Keep Hatch Primary School Drop-Off: 0840 - 0850 Pick-Up: 1520
 - Foundry College Drop-Off: 0915 Pick-Up: 1530

Pedestrian Access

- 4.18 The proposed pedestrian route to the new SEND unit is shown on the plan attached at **Appendix A**.
- 4.19 A dedicated pedestrian connection from the main school entrance and along the northern side of the school building and sports hall will provide a direct connection from the drop-off area to the main entrance of the unit.
- 4.20 The existing zebra crossing point from the northern area of the car park to the main entrance will provide a safe crossing point for pupils as will the dedicated route from Budes Road.
- 4.21 A new pedestrian gate to The Foundry car park will be installed to provide a dedicated drop-off location for wheelchair users in the event that it is required.

Travel Plan

- 4.22 The school is working with WBC to produce a STP which will include the new SEND 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.

Delivery and Servicing

- 4.23 The proposed SEND unit will be serviced as part of the existing primary school and will therefore not result in an increase in frequency or change in the type of vehicles used to service the school.

5. SUMMARY AND CONCLUSIONS

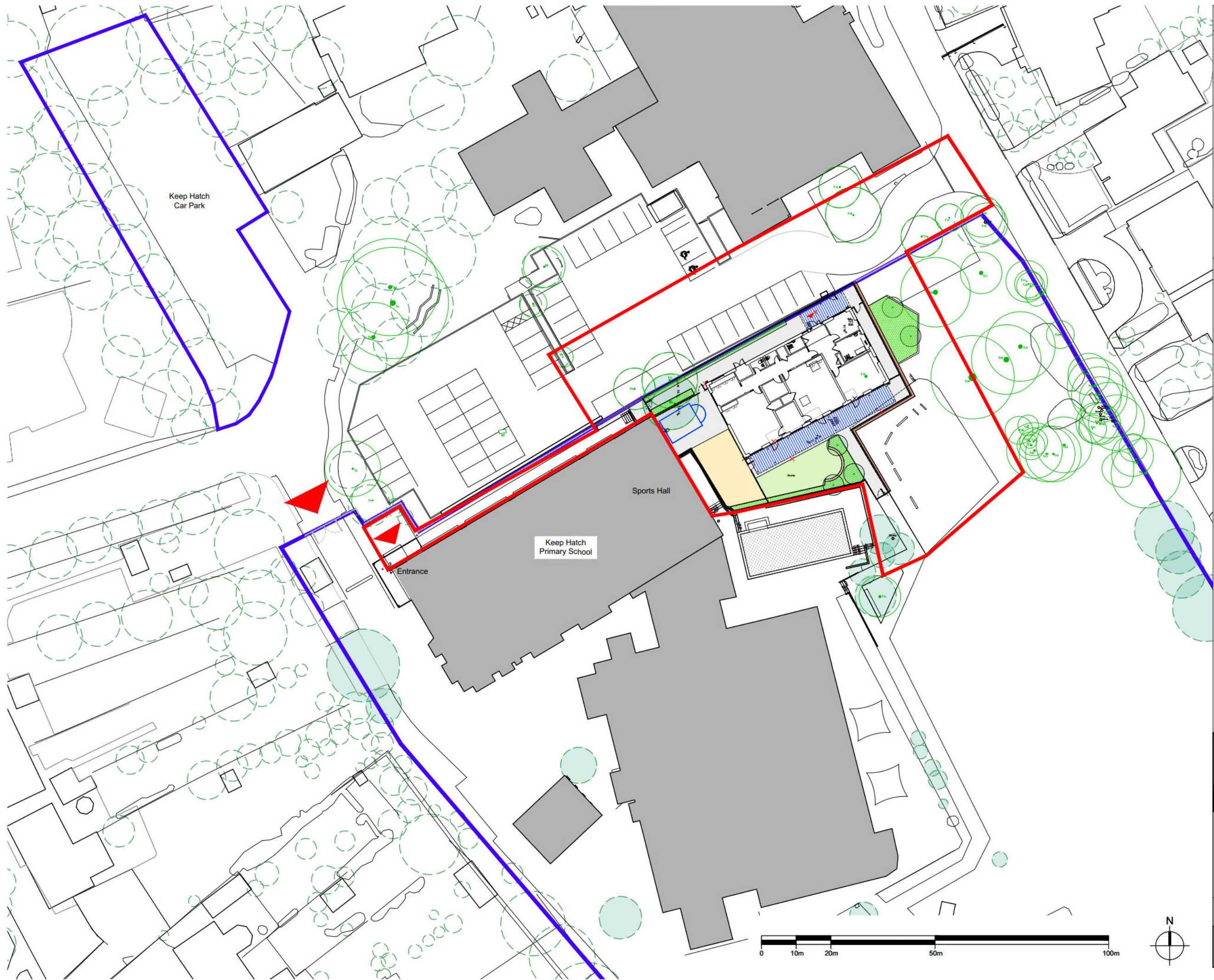
- 5.1 This Transport Statement has been prepared by **Firmin Transport Planning Ltd (FTP)** to support a planning application to Wokingham Borough Council (WBC) for a new SEMH (Social, Emotional, and Mental Health) Resource Base Unit for 15 pupils at **Keep Hatch Primary School, Ashridge Road, Wokingham, RG40 1PG**.
- 5.2 The new unit will provide learning spaces and facilities for 15 pupils. The majority of pupils will be new to the school, with 1 to 2 pupils being from the existing cohort.
- 5.3 There will be an initial intake of 4 pupils with 1 teacher and 2 support staff upon opening who will be in addition to the staff who already working at the school. The number of staff will increase as more pupils are enrolled and it is expected that there will be a total of 6 staff when the unit is fully occupied.
- 5.4 There are very good walking, cycling, and public transport opportunities within the site vicinity, which current staff make use of and therefore it is not anticipated that all new staff would travel by car. Additionally, a STP is due to be implemented which will encourage sustainable travel and aim to decrease the number of staff driving to school over the next 5 years. Therefore, reducing parking demand associated with school staff and further increasing spare parking capacity on-site.
- 5.5 In the event that the proposals result in some overspill parking on-street (up to a maximum of 3 cars if all 6 staff drive to work) there is a significant amount of spare on-street capacity and any overspill parking would therefore not result in a severe impact on the highway network.
- 5.6 Pupils will travel to school either by foot, bus, or car. Those who arrive and depart by car will be dropped-off / picked-up on Budes Road or via the main school access on Ashridge Road. The types of vehicle used will depend on the needs of individuals but will be private parent / carer cars or taxis. Some pupils may share WBC taxi transport.
- 5.7 It is estimated that there will be around 7 vehicles dropping off and picking up pupils when the unit is at capacity. Drop-off and pick-up of pupils will be staggered from the primary school. The start and finish times of the new SEND unit will be 0900 and 1500 which is outside of the main school and Foundry College start and finish times noted below. Therefore, vehicle movements associated with the new unit will be outside the levels of peak activity associated with neighbouring establishments.
- 5.8 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.
- 5.9 A dedicated pedestrian connection from the main school entrance and along the northern side of the school building and sports hall will provide a direct connection from the drop-off area to the main entrance of the unit. The unit will be fully accessible to pupils with ramped access where there are changes in level.
- 5.10 The school is working with WBC to produce a STP which will include the new SEND 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.

- 5.11 Overall, this TS demonstrates that the proposals are considered to be in accordance with national and local transport policies and will not have a severe impact on the surrounding highway network.

APPENDIX A

PROPOSED SITE LAYOUT PLAN



- DRAWING NOTES
1. filename: 1129 Proposed GF Plan Keep Hatch.dwg
 2. Do not scale from this drawing in either paper or digital form. Use figured dimensions only. Detailed site survey to be carried out to establish tolerances. Figured dimensions are in mm. All dimensions shall be verified on site before proceeding with the work. The architect shall be notified of any discrepancies.
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 5. This drawing is not intended for construction unless specifically described as such.

REVISIONS

REV	DATE	STATUS
PL1	05.02.26	For Planning

Changes since last issue:

- Site Boundary
2,261m²
- Keep Hatch
Site Boundary
14,919m²

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job title Wokingham SEND Resource
Keep Hatch Primary School SEMH
drawing title Proposed Site Plan

scale 1:500@A3
drawn by JY job no. 1129 suitability S3 revision PL1

PROJECT	ORIGIN	VOLUME	LEVEL	TYPE	ROLE	NUMBER
WSR	RSS	02	00	DR	A	1201