



PLANNING BY DESIGN
FROM CONCEPT TO COMPLETION

The Change of Use of one Residential Bungalow to a Nursery and External Alterations at Newton Lodge, Crosfields School, Shinfield Road, Reading RG2 9BL

Planning Statement

**Written and prepared by Planning by Design on
behalf of Heath Potter**

Version	Date	Prepared By	Approved By
1	30.03.2026	CA	HG

1 Introduction

1.1 Introduction

Planning By Design (**The agent**) has been instructed to act on behalf of Heath Potter (**the applicant**) to submit a Full Planning Application to Wokingham Council (**Local Planning Authority**) for The Change of Use of one Residential Bungalow to a Nursery and External Alterations (**the proposal**) at Newton Lodge, Crosfields School, Shinfield Road, Reading RG2 9BL (**the site**).

In support of this application, the following Planning Statement has been constructed to demonstrate the suitability of this site for this proposal and evaluate its accordance with national and local planning policy along with supplementary design guidance.

This document should be read in conjunction with the accompanying Transport Statement.

1.2 The Site

The site is Newton Lodge, Crosfields School, Shinfield Road, Reading RG2 9BL. Crosfields School is an independent day school for ages 3 – 16. The school is located approximately 3.5km south of Reading centre, between the residential areas of Whitley Wood and Earley. Newton Lodge is currently a residential dwelling within the grounds of the school.

The area is a built-up residential area.

The Site Location Plan is provided in Figure 1.



Figure 1: Site Location Plan

1.3 Purpose of this Document

The purpose of this document is to provide an overview of the development and justify it in planning terms.

1.4 Pre-Application Advice

Pre-application was sought from the council prior to the submission of this application. A response was received on 13th October 2025 (ref. 252247). The full report is provided in Appendix A.

The pre-application advice can be summarised as follows:

- The principle of converting the bungalow to a nursery is acceptable in policy terms, provided the application clearly justifies the need for additional early-years provision and explains the circumstances of the residential loss. The Council gives significant weight to the expansion of childcare and education facilities, but a Planning Statement must demonstrate this need and address Core Strategy policies on residential loss.
- Only limited external changes are expected to be acceptable, and the authority raised no design or character concerns in principle. However, the submission must include full details of any alterations and ensure the scheme maintains the established character of the school grounds. All tree impacts must be surveyed.
- A parking survey separating staff and parent/visitor demand is recommended, alongside an updated Travel Plan that addresses staff numbers, parent drop-off/pick-up patterns, cycle parking and sustainable-travel measures. Access is expected to continue via the northern entrance, but this must be confirmed.
- Ecological constraints apply. Biodiversity Net Gain will apply, and a Biodiversity Gain Plan would be required.
- The proposal must also address sustainable design measures and demonstrate that drainage follows the SuDS hierarchy. A drainage strategy must show infiltration testing or justification for alternative methods, SuDS sizing, maintenance arrangements and capacity confirmation if connecting to a sewer.
- Waste and recycling provision must be incorporated without affecting practical parking or manoeuvring.

1.5 Planning Submission

The submission contains the following documents:

- Comprehensive detailed drawing set;
- Planning Statement;
- Transport Statement;
- Travel Plan;
- Biodiversity Survey and Report;
- Flood Risk Assessment;
- Tree Survey and Arboriculture Statement; and
- Water Course / Drainage Statement.

2 The Proposal

2.1 Overview

It is proposed to change the use of the site to a nursery to accommodate up to an additional 20 children. The maximum class size across the school is 20.

The nursery currently has two classes, with this proposal adding a third at first, with the capacity for a fourth in future. The school overall has a maximum capacity of 850 pupils, and the travel and transport arrangements confirm that the current parking provision and highway capacity can accommodate this. This maximum capacity numbers are rarely met.

In the 2023-24 term, the school had 770 pupils enrolled, and in the 2024-25 term 730 pupils were enrolled. The new term (2025-26) will start with 690 enrolled. The existing nursery has 19 pupils enrolled for the new term. Therefore, the school is operating significantly under capacity, meaning the 20 additional nursery places will not exceed the agreed capacity.

The core hours of the school are 8am – 4pm. The site opens earlier and stays late for breakfast club, meaning the site is open 7:30am – 5:45pm.

The property was last occupied as a residential property by the Deputy Head of the school, with the premises vacated on 31st July 2025.

2.2 Staff

The ratio of staff to pupils is 1:4. Therefore, an increase of 20 pupils would result in an additional 5 members of staff full-time equivalent.

3 Policy Considerations

3.1 Introduction

This section will outline the important policy considerations.

3.2 National Policy – National Planning Policy Framework (NPPF)

National planning guidance, a key material consideration in planning decisions, is primarily outlined in the National Planning Policy Framework (NPPF). The NPPF advises that, when determining applications, local planning authorities should promptly approve proposals for sustainable development that align with an up-to-date development plan.

One of its core principles is the presumption in favour of sustainable development, as set out in Paragraph 11. Local planning authorities are directed to support development proposals that contribute to economic, social, and environmental objectives, provided they accord with an up-to-date development plan.

Paragraph 95 of the NPPF is particularly relevant, as it emphasises the importance of ensuring a sufficient choice of school places is available to meet the needs of existing and new communities. Nurseries, as providers of early years education, fall under this category. The NPPF encourages local

authorities to take a proactive, positive, and collaborative approach to meeting educational needs and to work with relevant stakeholders to identify and resolve planning issues.

The NPPF also highlights the importance of making effective use of land (Paragraphs 119–123), including the reuse of previously developed or underutilised buildings. Paragraph 93 supports the retention and development of accessible local services that enhance community well-being, such as childcare facilities.

3.3 Local Policy

Wokingham Core Strategy (2010)

CP1: Sustainable Development

Planning permission will be granted for development proposals that:

- 1) Maintain or enhance the high quality of the environment;*
- 2) Minimise the emission of pollutants into the wider environment;*
- 3) Limit any adverse effects on water quality (including ground water);*
- 4) Ensure the provision of adequate drainage;*
- 5) Minimise the consumption and use of resources and provide for recycling;*
- 6) Incorporate facilities for recycling of water and waste to help reduce per capita water consumption;*
- 7) Avoid areas of best and most versatile agricultural land;*
- 8) Avoid areas where pollution (including noise) may impact upon the amenity of future occupiers;*
- 9) Avoid increasing (and where possible reduce) risks of or from all forms of flooding (including from groundwater);*
- 10) Provide attractive, functional, accessible, safe, secure and adaptable schemes; 1*
- 11) Demonstrate how they support opportunities for reducing the need to travel, particularly by private car in line with CP6; and*
- 12) Contribute towards the goal of reaching zero-carbon developments⁴¹ as soon as possible by:*
 - a. Including appropriate on-site renewable energy features; and*
 - b. Minimising energy and water consumption by measures including the use of appropriate layout and orientation, building form, design and construction, and design to take account of microclimate so as to minimise carbon dioxide emissions through giving careful consideration to how all aspects of development form.*

CP2: Inclusive Communities

To ensure that new development contributes to the provision of sustainable and inclusive communities (including the provision of community facilities) to meet long term needs, planning permission will be granted for proposals that address the requirements of:

- a) An ageing population, particularly in terms of housing, health and wellbeing;*
- b) Children, young people and families, including the co-ordination of services to meet their needs;*
- c) People with special needs, including those with a physical, sensory or learning disability or problems accessing services; and*
- d) The specific identified needs of minority groups in the borough, including Gypsies, Travellers and Travelling Showpeople and black and minority ethnic groups. Proposals for gypsies, travellers and travelling showpeople (including allocations in other Development Plan Documents) will demonstrate that:*

- i. The site is located either within or close to the development limits of a settlement in policy CP9 in order to maximise the possibilities for social inclusion and sustainable patterns of living; and*
- ii. The proposed site is not disproportionate to the scale of the existing settlement whether singly or cumulatively with any existing sites in the area.*

CP3: General Principles for Development

Planning permission will be granted for proposals that:

- a) Are of an appropriate scale of activity, mass, layout, built form, height, materials and character to the area together with a high quality of design without detriment to the amenities of adjoining land users including open spaces or occupiers and their quality of life;*
- b) Provide a functional, accessible, safe, secure and adaptable scheme;*
- c) Have no detrimental impact upon important ecological, heritage, landscape (including river valleys) or geological features or water courses.*
- d) Maintain or enhance the ability of the site to support fauna and flora including protected species;*
- e) Use the full potential of the site and contribute to the support for suitable complementary facilities and uses;*
- f) Contribute to a sense of place in the buildings and spaces themselves and in the way they integrate with their surroundings (especially existing dwellings) including the use of appropriate landscaping;*
- g) Provide for a framework of open space in secure community use achieving at least 4.65 ha/1,000 population provision together with recreational/sporting facilities in addition to private amenity space;*
- h) Contribute towards the provision of an appropriate sustainable network of community facilities;*
- i) Do not lead to a net loss of dwellings and other residential accommodation or land; and*
- j) Do not lead to a loss of community or recreational facilities/land or infrastructure unless suitable alternative provision is available.*

Development proposals will be required to demonstrate how they have responded to the above criteria through the submission of Design and Access Statements, clear and informative plans, elevations and street scene and where required Masterplans, Development Briefs, Concept Statements and Design Codes.

4 Planning Alignment

4.1 Introduction

This section will assess the above proposal and show its alignment with the above identified planning policies.

4.2 Principle of Development

The proposal seeks the change of use of Newton Lodge from a residential dwelling to a nursery, with limited external alterations. The principle of development is strongly supported at both national and local level. Paragraph 95 of the National Planning Policy Framework (NPPF) makes clear that local planning authorities should give great weight to the need to create, expand, or alter schools and childcare facilities to ensure a sufficient choice of places for children and families. The proposed development is therefore fully aligned with national objectives for sustainable communities.

Although Newton Lodge is currently classed as a residential property, its location within the secure grounds of Crosfields School and its close proximity to the existing nursery mean that it is not realistically suited to continued occupation as an independent home. The property was last occupied by a member of staff and, given its position and relationship with the school estate, it is highly unlikely to be desirable as a conventional dwelling. The school would not place the dwelling on the open market for safeguarding reasons. Therefore, reusing it for an educational function is both logical and sustainable, making efficient use of a vacant building in accordance with NPPF Paragraphs 119–123, which encourage the reuse of underutilised land and buildings.

At the local level, Wokingham Core Strategy Policies CP1, CP2 and CP3 support the principle of community and educational development that enhances social inclusion, contributes to sustainable patterns of living, and provides high-quality facilities. The proposed change of use is consistent with these objectives.

4.3 Economic Considerations

The proposed nursery will result in the creation of approximately five additional full-time equivalent jobs, directly supporting local employment. This is consistent with the economic objectives of sustainable development set out in Paragraph 8 of the NPPF and Policy CP1 of the Core Strategy, which requires development to contribute positively to the local economy.

The provision of additional childcare places also has indirect economic benefits, enabling parents and carers in the local community to access reliable early years provision and thereby increasing their ability to participate in the workforce.

4.4 Environmental Considerations

Newton Lodge will be adapted rather than rebuilt, thereby limiting environmental impact and making efficient use of existing resources. This approach directly supports the requirements of Core Strategy Policy CP1, which seeks to minimise the consumption of new resources and promote the reuse of existing buildings.

There will be no adverse impacts on landscape, ecology, or flood risk. The limited external alterations will be contained within the established school site, which is already heavily developed. The accompanying Transport Statement demonstrates that the increase in trip generation will be modest and manageable, with no material impact on air quality or emissions. The proposal therefore complies with the environmental objectives of the NPPF and the requirements of Policies CP1 and CP3.

4.5 Social Considerations

The social benefits of the proposal are significant. Paragraph 93 of the NPPF requires planning policies and decisions to guard against the unnecessary loss of valued facilities and to ensure the provision of accessible services that enhance the well-being of communities. Early years childcare facilities are specifically recognised as critical to meeting the needs of families.

By providing up to 20 additional nursery places, the proposal directly supports local families in Whitley Wood, Earley, and surrounding areas, helping to meet demand for high-quality childcare provision. This is fully consistent with Core Strategy Policy CP2, which requires new development to contribute to sustainable and inclusive communities, with particular reference to the needs of children, young people, and families.

4.6 Highway Considerations

The Transport Statement submitted with the proposal demonstrates that the development will not have a severe impact on the local highway network, in line with NPPF Paragraph 111. The additional drop-off and pick-up activity associated with 20 children will be modest and will be managed within the existing access and parking arrangements of the school.

The site benefits from sustainable transport links, with public bus services operating along Shinfield Road and pedestrian/cycle infrastructure connecting to nearby residential areas. This supports Policy CP1(11), which requires development to reduce reliance on private cars and encourage sustainable travel patterns.

4.7 Conclusion

The proposed change of use of Newton Lodge to a nursery is entirely consistent with the presumption in favour of sustainable development set out in the NPPF. The building's location within the school estate makes it unsuitable for long-term residential occupation but ideally placed for educational use. The scheme delivers clear economic, social, and environmental benefits, makes efficient use of an underutilised property, and accords with the relevant policies of the Wokingham Core Strategy.

5 Summary and Conclusion

5.1 Summary

This Planning Statement has been prepared by Planning by Design on behalf of Heath Potter to support a Full Planning Application to Wokingham Council for The Change of Use of one Residential Bungalow to a Nursery and External Alterations at Newton Lodge, Crosfields School.

- The development makes efficient use of an existing vacant building, avoiding the need for new construction and supporting the objectives of sustainable development. It will create approximately five new full-time equivalent jobs, contributing positively to the local economy and enabling greater workforce participation through access to childcare.
- Environmental impacts are minimal, with no adverse effects on landscape, ecology or flood risk, and the limited increase in traffic is demonstrated in the Transport Statement to be acceptable.
- The proposal delivers notable social benefits by providing up to 20 additional early years places, directly supporting families in the surrounding area and enhancing life chances for children.
- Design changes are modest and retain the domestic scale and character of the building while adapting it for secure and functional nursery use, and the site is accessible by sustainable modes of transport.

5.2 Conclusion

This report has demonstrated that the proposal aligns with national and local planning policies and therefore deem it to be acceptable.

Planning By Design Ltd
www.planning-by-design.co.uk
hello@planning-by-design.co.uk

Date: 13 October 2025
Application: 252247



WOKINGHAM
BOROUGH COUNCIL

Harry Greenhalgh
Planning By Design
167-169 Great Portland Street
London
W1W 5PF

Development Management &
Compliance

P.O. Box 157

Shute End, Wokingham

Berkshire, RG40 1BN

Tel: (0118) 974 6000

Minicom No: (0118) 974 6991

Pre-application Advice Response Letter

Application Number: 252247

Site Address: Crosfields School, Shinfield Road, Shinfield, Reading, RG2 9BL

Expiry Date: 17 October 2025

Proposal: Pre-application advice for the proposed change of use of residential bungalow to nursery, plus external alterations.

Dear Harry Greenhalgh

Thank you for your request for planning advice which was validated on 19 September 2025. This letter will provide advice about your scheme and what you may need to do when submitting a planning application.

At this stage, we have not consulted anyone else about your scheme, such as neighbouring properties, but we would do so if a planning application is submitted. Before you submit a planning application, we recommend that you carry out your own public consultation and provide evidence of this through a Statement of Community Involvement.

We have provided a [frequently asked questions page](#) to answer some of the common queries about planning which will help explain the planning application process.

Description of Proposal

Advice is sought for the conversion of the existing residential bungalow (Newton Lodge) use Class C3 to a children's nursery, use Class E (f) – Commercial, business and service for non-residential creche, day centre or nursery. The space would enable one additional

nursery class of 20 pupils which would increase the total number of nursery classes from two to three. However, the Planning Statement states that the converted building would be able to cater for up to 40 additional pupils.

The dwelling is now surplus to requirements and was last occupied as a residential property by the Deputy Head of the School and vacated on 31/07/2025.

Please note, this advice letter is based on the nursery business operating as part of Crosfields School and not a separate business occupying the building.

Site and Surroundings

Newton Lodge is an existing residential property which forms part of Crosfields School campus located on the western side of Shinfield Road, Shinfield. Crosfields School is an independent day school for pupils aged 3 years to 16 years.

Planning Constraints

The following planning constraints have been identified in relation to the site:

Major Development Location

Thames Basin Heath SPA Mitigation Zone - 7km Linear Mitigation Zone

Major Nuclear Site – AWE 12km Zone

Bat Roost Zone

Great Crested Newt Zone

SSSI Impact Risk Zone

Landscape Character Assessment – Spencers Wood Settled and Farmed Clay

Shinfield Ward

Shinfield Parish

Assessment of Proposal & Key Issues

Principle of Development:

The National Planning Policy Framework has an underlying presumption in favour of sustainable development which is carried through to the local Development Plan. Policy CC01 of the MDD Local Plan states that planning applications that accord with the policies in the Development Plan for Wokingham Borough will be approved without delay, unless material considerations indicate otherwise.

The site is located within settlement limits and as such the development should be acceptable providing that it complies with the principles stated in the Core Strategy.

Policy CP3 of the Core Strategy states that development must be appropriate in terms of its scale of activity, mass, layout, built form, height, materials and character to the area in which it is located and must be of high-quality design without detriment to the amenities of adjoining land uses and occupiers.

Policy CP2 of the Core Strategy seeks to ensure that that new development contributes to the provision of sustainable and inclusive communities (including the provision of

community facilities) to meet long term needs, planning permission will be granted for proposals that address the requirements of:

- Children, young people and families, including the co-ordination of services to meet their needs;

The proposed change of use would result in the loss of a residential dwelling. Policy CP3 of the Core Strategy which states that planning permission will be granted for proposals that:

- Do not lead to a net loss of dwellings and other residential accommodation or land;

Despite the resultant loss of a single dwelling, the proposed change of use would help expand and improve an important community facility within the borough in accordance with CP2 of the Core Strategy as it helps meet the needs of a group of people (i.e. children) with protected characteristics.

It is noted that Policy SS14 of the Local Plan Update – Sites allocated for residential development includes three sites within the Shinfield area. These include ‘Land north of Arborfield Road’, ‘Land east and west of Hyde End Road’ and ‘Rustlings, The Spring and land rear of Cushendall, Shinfield Road’. The combined total would equal approximately 376 additional dwellings within the local area which would increase local demand for community facilities, such as childcare. As such the proposed childcare facility would represent a social benefit to local working parents/carers.

Paragraph 100 of the NPPF specifically references the need for satisfactory childcare facilities:

‘It is important that a sufficient choice of early years, school and post-16 places are available to meet the needs of existing and new communities. Local planning authorities should take a proactive, positive and collaborative approach to meeting this requirement, and to development that will widen choice in education. They should:

- a) give great weight to the need to create, expand or alter early years, schools and post-16 facilities through the preparation of plans and decisions on applications; and
- b) work with early years, school and post-16 promoters, delivery partners and statutory bodies to identify and resolve key planning issues before applications are submitted’.

The Planning Authority affords significant weight to meeting these needs. In this instance, on balance, the loss of one property is not considered to outweigh the considerable benefits the scheme would bring, given the property would not be considered a ‘Market’ dwelling due to its location within the school campus. Therefore, in this instance, the principle of the proposal is acceptable.

Any full application should be supported by a Planning Statement which justifies the need for the additional nursery building and resultant loss of one dwelling.

Summary information:

For commercial

Site Area	15 hectares (approx.)
Previous land use and floorspace	Residential
Proposed land use	Education
Existing staff	Unknown
Proposed staff	5 additional FT staff for 20 additional pupils 10 additional FT staff for 40 additional pupils
Existing parking spaces	293 (taken from School Transport Policy permission 212473)
Proposed parking spaces	No additional spaces proposed
Existing pupils	850 maximum capacity (whole school) 2023-2024 770 enrolled pupils 2024-2025 730 enrolled pupils 2025-2026 690 enrolled pupils
Proposed pupils	20 additional pupils (with a maximum capacity of 40)

Character of the Area:

Crosfields School is a co-educational day school for ages 3-13 years. It is located along the western side of Shinfield Road. The site is surrounded by residential development to the east, the ECMWF weather forecast centre to the south and open playing fields to the north and west. The existing bungalow is located to the north of the main entrance and northern carparking area. The site is located within the identified settlement boundary and is within the school grounds

Policy CP3 of the Core Strategy states that development must be appropriate in terms of its scale, mass, layout, built form, height and character of the area and must be of high-quality design. NR1 of the Borough Design Guide SPD requires that development be designed to respond to and exploit key features or characteristics of the site and the local context.

Plans have not been submitted to show what external changes would be required to support the change from a bungalow to nursery. However, the submitted Planning Statement states that only 'limited external alterations' would be required.

The existing bungalow which is subject of the proposed change is similar in appearance to the existing bungalow located to the south of the main entrance, and the existing nursery building located approximately 11m to the west of the host building. Therefore, as changes to the building would likely be very modest, it would not represent over

development of the site and would not be overly dominant within the school campus. As such, no objection is raised in relation to visual impact to the host building or local area, subject to final plans.

Residential Amenities:

There is no property near the host building which is not within the control of the applicant. As such, these issues do not exist within the site.

Noise and Nuisance:

Policy CC06 and Appendix 1 of the MDD Local Plan requires that development protect noise sensitive receptors from noise impact.

Whilst no comments were received from the Council's Environmental Health officer, given the proposed change of use is to a children's nursery, any immediate harm would be noise affecting the neighbouring properties. As such, in the submission of any future application, noise mitigation measures must be secured including how the nursery use would operate and whether external areas would be used.

Amenity space

On the basis that no extensions are required, the submitted site plan (edozo) shows the garden space of the building to wrap around the building on all sides. The garden length would measure between approximately 3.4m and 7m in depth.

The Early Years Foundation Stages (statutory framework) requires the following external space standards:

- Under two years old require 3.5m² per child
- Two-year-olds require 2.5m² per child.
- Three – Five years old require 2.3m² per child.

Additionally, the external space appears to be located behind the area for parking, whilst not desirable, it is considered the external space would not be in use during times of drop off and pickups. In the submission of any future application, full details of the external space use/ relationship to the nursery must be submitted.

Neighbour Amenity:

Policy CP3 of the Core Strategy aims to protect neighbouring amenity.

The proposal would not be overbearing or generate a loss of privacy or loss of light upon the neighbouring properties given it would primarily result in internal alterations, and the closest residential properties would be more than 67m away.

Highway Access and Parking Provision:

Car Parking: Policy CC07 and Appendix 2 of the MDD Local Plan stipulates minimum off street parking standards, including provision for charging facilities.

P3 of the Borough Design Guide SPD notes that parking spaces are to be a minimum of 5m x 2.5m and there should be 6m separation between the two rows of parking spaces to allow for safe manoeuvring.

It is proposed that the change of use to provide up to 40 additional pupils which would require 10 additional full-time staff. No additional parking provision is proposed. As the school is not operating at the maximum capacity of 850 pupils, it is intended that additional parking would be absorbed into the existing parking provision.

Page 5 of the 'School Transport Policy' (approved in Discharge of Condition permission 212473 states that there are 293 car parking spaces, split broadly between 160 for staff and 133 for parents and visitors. Any changes to the approved School Travel Plan (under permission 212473) would need to be clearly outlined in the application submission.

The council's Highways officer was consulted and commented:

"The applicant proposes to change the use of the existing residential dwelling (Use Class C3) to a nursery (Use Class D1) to provide additional capacity of up to 20 children. It is assumed that the proposed nursery will be ancillary to the existing school.

The school has been approved with a maximum capacity of 850 pupils for students from ages 3 to 16 under Planning Application 191655.

The planning statement suggests that the new building will have capacity for 40 additional pupils, and the full additional capacity might potentially be utilised. By considering the lifespan of the development, Highways will expect the site to be assessed based on the capacity for 40 additional pupils (overall maximum capacity of 890 pupils).

If the applicant retains an overall maximum capacity of 850 pupils in any future submission, Highways would have no objection to the redistribution of capacity.

Access

There is no proposed change to the on site access arrangement. The applicant would be expected to confirm if the nursery will be solely served by the existing northern entrance.

Sustainability

As the site falls within the wider campus area and is currently bound by associated parking areas, Highways would have no objection to the onsite sustainability of the proposal.

Traffic Impacts

While Highways would prefer the trip rates per pupil to be assessed based on travel survey results of the existing operations, the proposed trip generation from TRICS data can be acceptable.

However, the traffic impacts shall be assessed according to the maximum potential capacity of 40 pupils, instead of 20.

Parking

With reference to the approved Transport Assessment of 191655, the existing carpark has a total of 293 spaces with 160 spaces being allocated to staff (in line with WBC Car Parking Standards) and 133 spaces are parent/visitor parking, which is 9 spaces less than the Borough standards. The shortfalls are proposed to be mitigated by a Travel Plan to reduce car use.

39 staff spaces and 80 parent/visitor spaces are accessed from the northern entrance.

As confirmed by the applicant, a further increase of 40 pupils would result in 10 additional members of staff, which would require an increase to the number of staff spaces to 49. Without any additional provisions, the numbers of parent/visitor spaces will have to be reduced to 70, which will intensify the insufficiency of parent/visitor parking provisions.

It is relevant to note that the site is currently operating under capacity. Therefore, Highways will not be contented with a declaration that additional parking demand would be ‘absorbed’ into the existing provision in the Main Car Park.

If a parking survey was to be submitted to demonstrate the existing parking demand, the applicant should capture the parking demand for staff and parents/visitors separately, and justify that the net increase of parking demand from the proposal can be ‘absorbed’ into the existing provision

Cycle Provisions

Given parking spaces are and will be under-provisioned, sufficient cycle parking and associated amenities has been required as part of the Travel Plan measures, and this will still be required in this proposal”.

(Note: A children’s nursery would now fall within use Class E(f) – Commercial, business and service for non-residential creche, day centre or nursery).

The application site is located within a sustainable location, and the applicant would need to provide evidence on why a departure from the parking standards is acceptable. An updated Travel Plan should be submitted to support a full application and cover the additional staff and parent/visitor parking and their arrangements.

Landscaping and Trees:

MDD Local Plan Policy CC03 states that development proposals should retain and protect landscape features. Shinfield Road is a Green Route that is protected by Policy CC03. Policy TB21 states that proposals shall retain or enhance the condition, character and features that contribute to the landscape. Policy CP3 seeks to ensure that development has no detrimental impact upon important landscape features. It also seeks to contribute to a sense of place in the buildings and spaces themselves and in the way that they integrate with their surroundings, including the use of appropriate landscaping.

There are no Tree Preservation Orders (TPOs) on the immediate or wider site, or trees within the red line site boundary, however, there are many trees around the site edges and a hedge along the northern boundary which soften the urban character of the buildings and carpark.

Although the trees appear to be outside of the red line, some of the canopies extend into the site which contributes to the character of the setting. Policy CC03(d) of the Local Plan requires that trees and hedges are protected as part of development, in the submission of any future application, an Arboricultural Impact Assessment (AIA) to BS5837:2012 would be required (including Tree protection details) if any extensions were proposed.

Shinfield Road is a Green Route, and it is assumed that no changes are proposed to the front boundary along the main school entrance. However, as the site is on a Green Route, the front of the site should also be considered within the scheme proposals if any changes are required within the wider site.

Building Sustainability

Policy CC04 of the MDD Local Plan and the Sustainable Design and Construction SPD require sustainable design and conservation, and R21 of the Borough Design Guide SPD requires that new development contribute to environmental sustainability and the mitigation of climate change.

It is recommended to include the sustainable design methods to be used with the internal reconfiguration of the building in any supporting documentation of any application submission.

Ecology

Policy TB23 of the MDD Local Plan requires the incorporation of new biodiversity features, buffers between habitats and species of importance and integration with the wider green infrastructure network.

The site is located within an amber area suitable for Great Crested Newts. If any extensions are proposed in any future proposal, which would include external changes such as a play area, the application would need to be supported by a GCN Survey to demonstrate that the works would have no detrimental impact on ecological or landscape features and maintain or enhance the ability of the site to support the protected species.

The site is also located in an area suitable for bat roosts. A bat survey would be required for any full application if any roof alterations or modifications are required. Surveys should be carried out by suitably experienced ecologists who are a member of a professional organisation such as the Chartered Institute of Ecology and Environmental Management and / or are licensed or accredited by Natural England to survey protected species. Some ecological surveys are seasonal, and this should be factored into the project timeframe.

Biodiversity Net Gain: Biodiversity Net Gain is mandatory for major and minor planning applications unless the development meets the exception criteria set out in [paragraph 17 of Schedule 7A of the Town and Country Planning Act 1990](#) the [Biodiversity Gain Requirements \(Exemptions\) Regulations 2024](#), and [The Environment Act 2021 \(Commencement No. 8 and Transitional Provisions\) Regulations 2024](#). In the event planning permission is granted, and the exceptions do not apply, paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 grants permission subject to the condition “(the biodiversity gain condition)” and that development may not begin unless:

- a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- b) the planning authority has approved the plan.

Thames Basin Heaths Special Protection Area: Policy CP8 of the Core Strategy states that where development is likely to have an effect on the Thames Basin Heaths Special Protection Area (TBH SPA), it is required to demonstrate that adequate measures to avoid and mitigate any potential adverse effects are delivered.

The application site is within 7km of the TBH SPA but given the nature of the proposal it would not trigger further mitigation or assessment.

Waste Storage: Policy CC04 of the MDD Local Plan requires adequate internal and external storage for the segregation of waste and recycling as well as provision for green waste and composting and an appropriate area for ease of collection.

Such facilities should be provided within the design of the development, preferably in areas that would not compromise the practical parking of vehicles and cycles. The provision for collection space should be specified on the site plan.

Drainage and Flooding:

It is noted that the application site is located within flood zone 1 and is at low risk of surface water flooding.

Policy CC10 of the MDD Local Plan requires sustainable drainage methods and the minimisation of surface water flow. Foul drainage will discharge into an existing foul network while surface water runoff will be managed via SuDS. The council’s Drainage officer has reviewed the proposal and raises no objection to the proposal, subject to full details of the drainage system which should include:

1. Applicant needs to follow SuDS Hierarchy. If proposing infiltration, then evidence should be provided to support results (to BRE 365 standard or similar approved).
2. If connection to an existing surface water sewer is proposed, we need to understand why other methods of the SuDS hierarchy cannot be implemented and see confirmation from the utilities supplier that their system has got capacity and the connection is acceptable.

3. A surface water drainage strategy and plan indicating the location and sizing of SuDS features, with the base of any SuDS features located at least 1m above the seasonal high water table level.

4. Details demonstrating how any SuDS for this development would be managed throughout the lifespan of the development and who will be responsible for maintenance.

Summary

In summary, advice is sought for the change of use of the existing 'Newton Lodge' bungalow to a children's nursery. The scheme is considered to accord with national and local policy and therefore is acceptable, subject to the supporting information outlined in this report.

Submitting a Planning Application

Once you are ready to apply, please submit an application through the [Planning Portal](#). Specific documents are set out in the appendices below but refer to the Local Validation List available on the council's [how to apply for planning permission page](#) to assist you with ensuring the plans and documents submitted meet our validation requirements.

Other Guidance

Your development may also require Building Regulation approval to ensure it is built to national safety, design, and environmental standards. The Council's Local Authority Building Control (LABC) service offers a full range of plan approval, inspection, and associated services through an ISO9001 nationally accredited team of qualified building surveyors. These surveyors work closely with the Council's planning department to ensure the appropriate construction of your build. To find out more visit the Council's [Building Control website](#) or call 0300 790 0580 to speak to a member of the team.

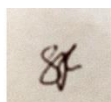
This concludes the pre-application process and I trust that this informal advice is of use to you. Please be aware that it is given without prejudice to any future decision that the Council may take. If you would like further advice, then a new pre-application submission and associated fee will be required.

Yours sincerely,

Claire Moore

Planning Officer

Authorised by:



Enc. Appendices one to five

Appendix One – Relevant Policies and Guidance

The relevant policies associated with this proposal are as follows:

National Policy	National Planning Policy Framework (NPPF) National Planning Policy Guidance (NPPG)
Core Strategy 2010 (CS)	CP1 – Sustainable Development CP2 – Inclusive Communities CP3 – General Principles for Development CP6 – Managing Travel Demand CP7 – Biodiversity CP8 – Thames Basin Heaths Special Protection Area CP9 – Scale and Location of Development Proposals Centre CP15 – Employment Development
Managing Development Delivery	CC01 – Presumption in Favour of Sustainable Development CC02 – Development Limits CC03 – Green Infrastructure, Trees and Landscaping
Local Plan 2014 (MDD Local Plan)	CC06 – Noise CC07 – Parking CC09 – Development and Flood Risk CC10 – Sustainable Drainage TB12 – Employment Skills Plan TB21 – Landscape Character TB23 – Biodiversity and Development
Wokingham Borough Local Plan Update (LPU)	C3 – Active travel C4 – Green and blue infrastructure and public rights of way C5 – Parking and electric vehicle charging technology ER4 – Employment and skills plans H2 – Presumption against residential losses DH2 – Safeguarding amenity HC5 – Environmental protection
Other	Borough Design Guide Supplementary Planning Document CIL Guidance + 123 List Sustainable Design and Construction Supplementary Planning Document Shinfield Neighbourhood Plan

Appendix Two – Site History

The relevant planning applications associated with this site are as follows:

Application Number

Decision & Date

Description

212574

Approved 09/08/2021

Application for submission of details to comply with the following condition of planning consent 191655 dated 13/02/2020. Condition 10. Cycle Parking.

212473

Approved 11/12/2023

Application for submission of details to comply with the following condition of planning consent 191655 dated 13/02/2020. Condition 6. Landscaping. 8. Biodiversity Enhancement. 15. Travel Plan. 16. Parking Management Strategy. 17. Electrical Vehicle Charging Points. 21. Air Quality Assessment.

203038

Approved 21/12/2020

Application for non-material amendment to planning consent 191655 for alterations including amendments to fenestration, addition of plant equipment and acoustic screen, addition and adjustment of louvres and changes to roof.

203034

Approved 13/11/2020

Application for submission of details to comply with the following condition of planning consent 191655 dated 13/02/2020. Condition 3 External Materials.

202095

Approved 29/09/2020

Application for submission of details to comply with the following condition of planning consent 191655 dated 13/02/2020. Condition 5 - Arboricultural Method Statement

202024

Approved 16/08/2021

Application for submission of details to comply with the following condition of planning consent 191655 dated 13/02/2020. Conditions 14 Highway construction details and 30 Archaeology.

200775

Split Decision 15/03/2022

Application for submission of details to comply with the following condition of planning consent 191655 dated 13/02/2020. Conditions 7 Ecology, 13 Construction Method Statement, 18 Construction environmental management plan, 22 Investigation and risk

assessment for contamination, 27 Detailed scheme of recording features and artefacts of interest contained within the building.

191655

Approved 13/02/2020

Full planning application for the proposed erection of a new senior school building, re-configuring of two entrances and demolition of existing white building.

181511

Split Decision 05/10/2018

Application for the submission of details to comply with the following condition of planning consent(161911) 15/06/2017.

- 3. Transport
- 4. Drainage
- 5. Archaeology
- 6. Landscaping
- 7. Tree Protection
- 8. Environmental Health
- 11. Lighting Design Strategy
- 13. Community use

161911

Approved 15/06/2017

Full application for the proposed artificial turf pitch with fencing and floodlighting, re-grading of land for new football pitches and an artificial cricket wicket.

112493 (F/2011/2313)

Approved 16/01/2012

Proposed erection of a single storey extension to nursery school.

012292 (F/2001/3847)

Approved 03/10/2001

Proposed erection of new classrooms and staff accommodation at school plus relocation of tennis courts.

992124 (5/0019/06950)

Approved 10/11/1999

Details To Comply With Condition 05 Of Consent 98/66950/F For The Approval Of Visibility Splays.

971414 (F/1998/66950)

Approved 19/05/1998

Proposed Erection Of Sports Hall.

971586 (F/1997/66683)

Approved 09/03/1998

Proposed Erection Of Climbing Frame And Landscaping (Retrospective).

Appendix Three – Consultee Responses

The relevant consultee responses are summarised below. Where indicated, responses are attached in full.

Consultee	Summary
WBC Property Services	See Letter contents
WBC Environmental Health	
WBC Drainage	
WBC Highways	
WBC Growth & Delivery (Planning Policy)	
WBC Education (School Place Planning)	
WBC Waste Services	
WBC Cleaner and Greener	

Appendix Four – Validation Requirements

The documents required for validating any future planning application are as follows:

- – required document
- – possibly required document: these may either help determine an application or resolve the need to use a pre-commencement condition

Please note supporting information with regards to what details are required for each document are contained on the following page on the Council’s website: [how to apply for planning permission page](#).

Standard Documents

Application form	●
Location Plan (1:1250) and Block Plan (1:500)	●
All plans to metric scale and to show existing and proposed	●
- Floor Plans	
- Elevation Plans	
- Roof Plans	
- Site Layout Plan	
Correct fee (where one is necessary)	●
CIL Form 0	●

Additional Documents

Biodiversity survey and report	●
Design and Access Statement	●
Flood Risk Assessment	●
Tree Survey / Arboricultural Statement	●
Water Course / Drainage Statement	●
Employment Skills Plan	●
Affordable Housing Statement	○
Land Contamination	○

