



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

Transport 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 a 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 Transport Statement has been constructed to demonstrate the suitability of this site for this proposal and evaluate its accordance with national and local transport and planning policy along with supplementary design guidance.

This statement will outline the transport strategy and outline elements for discussion with the council.

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 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 in relation to transport considerations can be summarised as follows:

- The highway officers are not satisfied that additional demand can be absorbed, and require evidence through a parking survey.
- The site currently has an existing Travel Plan and Parking Management Strategy that should be updated in line with the proposals.
- Trip generation should be assessed using appropriate data, preferably existing school travel surveys or TRICS, and based on maximum capacity.
- The site is considered to be in a sustainable location within the established school campus, with no objection in principle subject to supporting evidence.

1.4 Purpose of this Document

The purpose of this document is to provide a comprehensive overview of the existing transport conditions at the site and to outline the impact on the local highway. The report will define the likely trip generation.

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 will therefore have one additional nursery class.

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 in the development of this Transport Statement.

3.2 National Policy – National Planning Policy Framework (NPPF)

Paragraph 115 states:

“In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

- a) sustainable transport modes are prioritised taking account of the vision for the site, the type of development and its location;*
- b) safe and suitable access to the site can be achieved for all users;*
- c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code; and*
- d) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree through a vision-led approach.*

Paragraph 116 states:

“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.”

3.3 Local Policy

Wokingham Core Strategy (2010)

Policy CP6 relates to Managing Travel Demand and states:

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.*

Wokingham Borough Development Plan (2014)

Policy CC07 relates to Parking and states:

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.*

Appendix 2 states that for Nurseries (at the time nurseries fell under use class D1), one parking staff should be provided per staff member and one long-term cycle space per five staff members.

3.4 Policy Compliance

The baseline transport conditions and trip generation outlined in Sections 3 and 4 will demonstrate how the proposals align with the above transport policies.

4 Transport Conditions

4.1 Introduction

This section will outline the transport conditions surrounding the site and demonstrates that the site is in an accessible location for staff and pupils. Car parking considerations are outlined in Section 5.

The site is well-connected by public and sustainable transport and it is anticipated that a reasonable number of staff and attendees will travel to and from the site via sustainable travel.

4.2 Local Highway Network

The school is accessed via Shinfield Road, a two-way A-road (A327) subject to a 30mph speed limit. The road features dwellings and various commercial properties on the east side in the vicinity of Crosfields School. Crosfields Close is the main access to the school, and provides access to the nursery.

4.3 Public Transport

This section provides an overview of the public transport services in close proximity to the site. Figure 2 shows the location of the nearest bus stops and train station to the site.

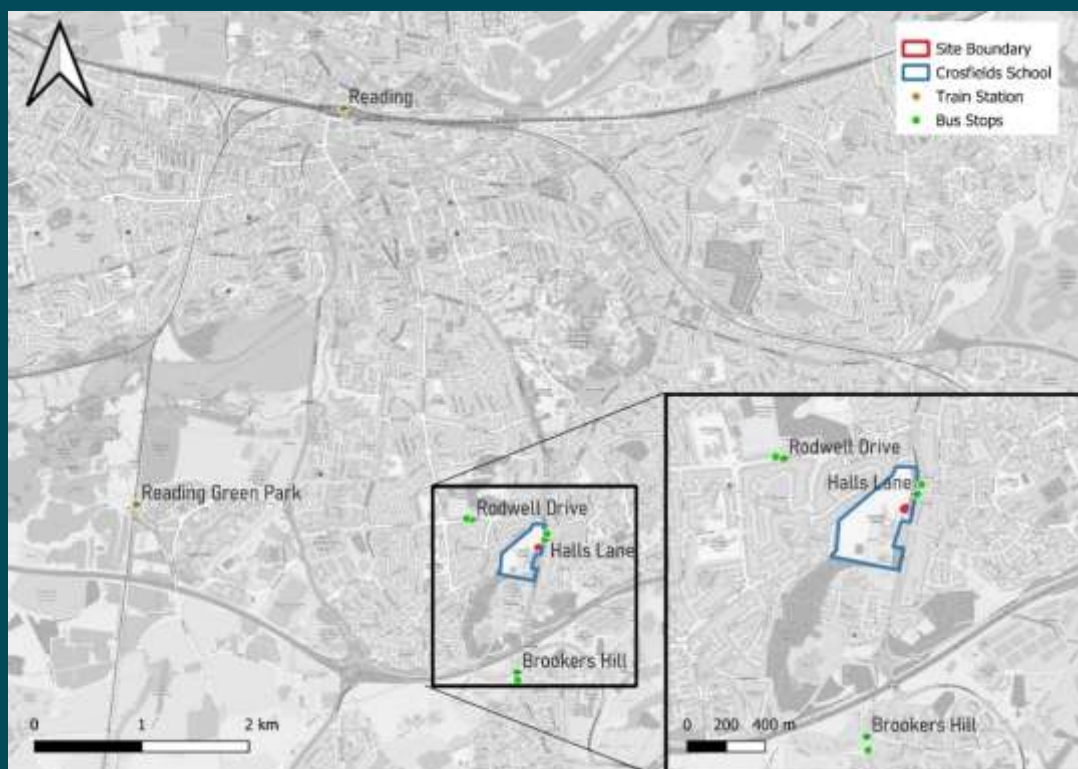


Figure 2: Public Transport

Bus

Bus stops are located on Shinfield Road, approximately a 2-minute walk from the proposal site (Halls Lane stops). Further services can be accessed on Hartland Road (Rodwell Drive stops) within a 15-minute walk, and Hollow Lane (Brookers Hill stops) within a 16-minute walk.

A summary of the services are provided in Table 1.

Bus Service	Stops	Destinations	Frequencies
3 leopard	Halls Lane / Brookers Hill	Reading Station to Wokingham via Royal Berkshire Hospital, Shinfield, Arborfield	Every 15 minutes
Buzz 9 / 9A / 9B	Rodwell Drive	Reading Station to Green Park Station via Royal Berkshire Hospital and Whitley Wood	Every 60 minutes
Mereoak Park and Ride 600	Brookers Hill	Central Reading to Spencers Wood/Riseley/Mereoak	Every 20 minutes

Table 1: Bus Services

Train Station

The nearest train station is Reading Green Park. Table 2 shows the destinations that can be reached from the station, as well as the journey time and frequencies.

Destination	Journey Time (minutes)	Frequency
Slough	13	c. every 30 min
M Maidenhead	9–12	c. every 30 min
Twyford	4–6	c. every 15 min
Reading West	3	c. 2 per hour
Didcot Parkway	c. 11-12	c. every 15 min
Wokingham	c. 9–11	c. every 30 min

Table 2: Destinations Reachable by Train

4.4 Active Travel

The school is located within an established residential area, meaning continuous wide footways are present on Shinfield Road.

4.5 Highway Safety

As section 5 shows, the proposal is not expected to result in a significant increase in car trips.

Data has been sourced from Crashmap.co.uk to understand the history of collisions within proximity to the site entrance. Figure 3 shows the study area analysed and the locations of the five slight conditions that occurred within the most recent 5-year period. Table 3 shows details regarding the collisions.



Figure 3: Collision Data

Collision	Date	Number of Casualties	Severity
1	27.08.2020	1	Slight
2	21.06.2023	1	Slight
3	12.04.2022	2	Slight
4	05.10.2023	2	Slight
5	20.04.2023	1	Slight

Table 3: Collision Data

Collisions 1 and 3 happened during the school holidays, with collision 5 occurring at the weekend. Therefore only 2 collisions could have been due to school traffic.

The Department for Transport Manual Count Point 90099 is located on Shinfield Road, in close proximity to the school entrance. Count data estimated in 2019 found that the Annual Average Daily Flow (AADF) was 10,660.

Given the high volume of traffic on the road, and the fact that only two of the collisions could have occurred due to school-related traffic, it is not considered that there are any existing highway safety issues that could be exacerbated. Furthermore, the increase in trips, as demonstrated in Section 5, is anticipated to be low.

5 Parking Considerations

5.1 Introduction

This section will outline the key parking considerations. The parking survey will be summarised, and it will be demonstrated that there is sufficient existing parking to accommodate the additional demand.

5.2 Existing Parking Provision

Cars

No new parking spaces are proposed to be provided, and it is instead proposed that additional parking requirement is absorbed into existing provision, which is understood to be sufficient. The Parking Overview map produced by Glanville as part of the approved 2019 application for *Full planning application for the proposed erection of a new senior school building, re-configuring of two entrances and demolition of existing white building* (ref. 191655) is contained in Figure 4.

There are 169 staff parking spaces across the site.

There are 50 spaces for parents of Reception, Year 1 and Year 2 pupils, and 31 spaces for parents of Year 3 and Year 4.

The 'Main Car Park' situated near to the proposed nursery site has 30 spaces. Spaces for any visitor or parent are located elsewhere on the site, totalling 45 spaces, including two electric vehicle spaces and three disabled spaces.

Additional parking demand will be 'absorbed' into the existing provision in the Main Car Park nearby for parents dropping off and collecting, and nearby staff parking areas for staff.

Cycles

The school has 18 cycle parking bays, which are not currently nearing capacity. Therefore, the existing provision is considered sufficient.

5.3 Parking Survey

Survey

A detailed parking survey has been undertaken by Aval Consulting Group to assess the existing demand and capacity within the visitor and drop-off car park serving the northern part of Crosfields School. The full report is provided in Appendix B.

The survey was of the Main Visitor Car Park (labelled as 'Main Car Park 30 spaces' on the map, however the car park comprises of 37 spaces total.

The survey was carried out on Monday 12 January 2026 during the morning drop-off period between 7:30am and 8:45am and the afternoon pick-up period between 3:45pm and 5:00pm, representing the peak operational periods of the school day. The car park operates a one-way system to allow safe and efficient vehicle circulation.

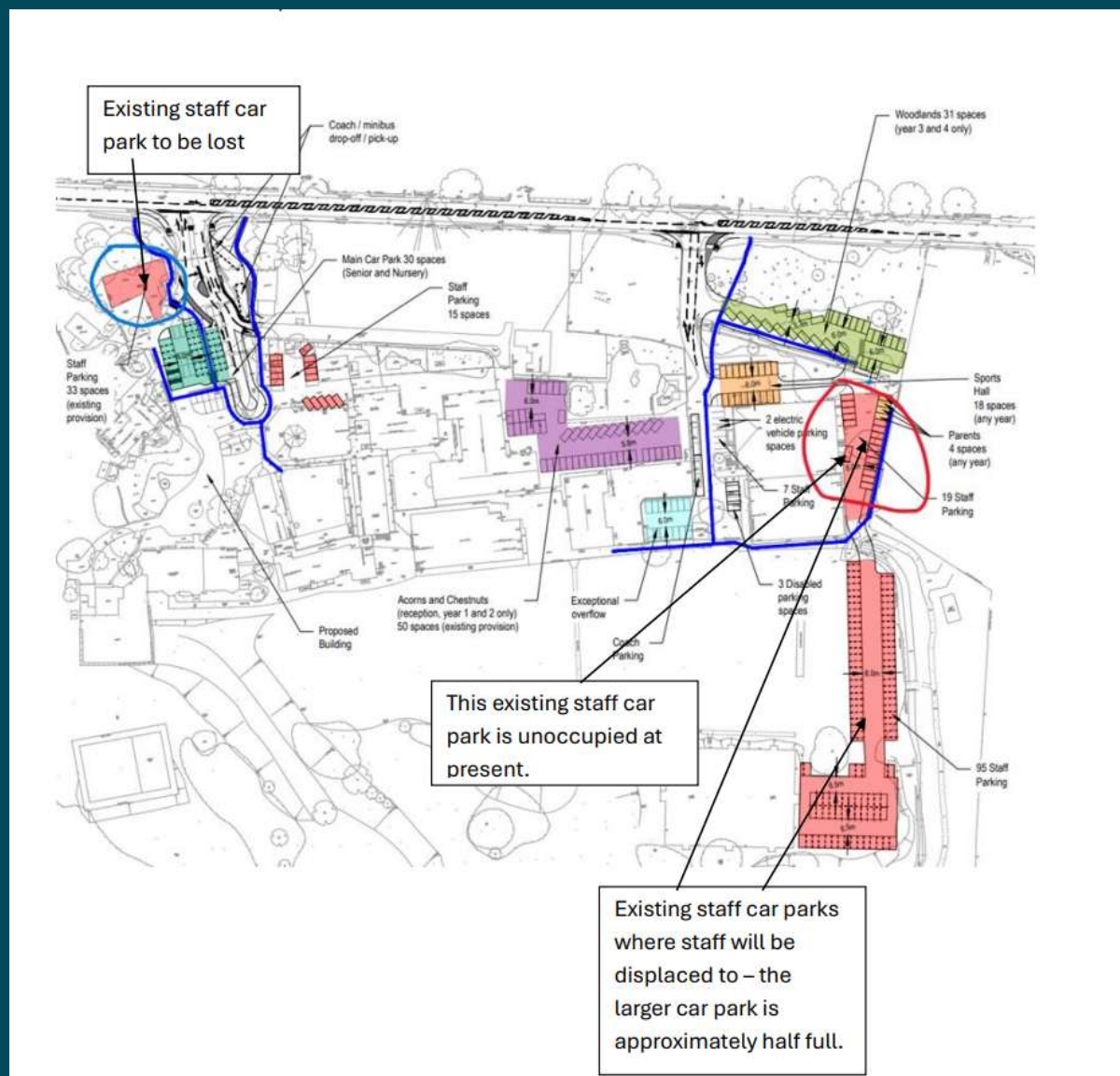


Figure 4: Car Park Map

Survey Findings

Morning Peak

The survey confirms that during the morning peak period, the car park does not reach full capacity. The busiest period occurred between approximately 8:10am and 8:20am, during which a minimum of 6 parking spaces remained available. Whilst a small queue formed at the entrance during this period, this dispersed quickly and did not persist for more than approximately five minutes. Circulation within the car park remained free-flowing throughout.

The survey also observed that a significant number of parents utilise drop-off and go behaviour, whereby vehicles do not park but instead briefly stop and depart, meaning actual parking demand is lower than overall vehicle movements.

Following the peak period, parking demand reduced significantly, with 22 spaces available by 8:45am. This demonstrates that the car park retains spare capacity during the peak morning school period.

Afternoon Peak

The survey confirms that the car park reaches full capacity for a short period during the afternoon peak between approximately 4:05pm and 4:15pm.

However, this situation is temporary and resolves quickly as vehicles depart. By 4:30pm, 5 spaces were available, increasing to approximately 20 available spaces by 5:00pm.

Whilst queues were observed, these were managed effectively by the on-site traffic marshal and did not result in congestion, obstruction, or highway safety issues.

Importantly, the survey confirms that vehicle circulation within the site remained functional and safe at all times.

Parking Proposal

It is proposed that the staff who currently park at the northern 'Staff Parking Area' with 40 parking spaces (shown as 33 spaces on the map) will instead be asked to park in the staff parking areas to the south of site. One of these (for 19 spaces) was empty on the survey day and the other (95 spaces) was less than half full when assessed at 8am and again at 4pm. Therefore, there is significant capacity for parking for existing staff here.

The north staff car park will then instead be used for pick-up/drop-off for the nursery. Given the TRICS assessment undertaken in Table 4 in Section 6.2 shows that there would likely be no more than eight two-way trips within an hourly period there is significant capacity in this car park. Furthermore, as the parking survey shows there is additional capacity if necessary in the existing drop-off/pick-up car park.

6 Highway Network Impact

6.1 Introduction

This section will outline the likely additional trip generation in comparison to the existing situation at the site.

6.2 Trip Generation

Data has been extracted from TRICS to understand the likely increase in car traffic and parking demand generated by the development.

Data for car trips only has been extracted using the following parameters:

- **Use:** Education, Nurseries
- **Regions:** All except Scotland and Ireland
- **Days of the Week:** Monday to Friday

- **Location Type:** Neighbourhood Centre, Suburban Area, Edge of Town
- **Sub-categories:** Residential Zone

The resultant trip rates and person trip generation for a nursery of 20 pupils is contained within Table 4. The full details are contained within Appendix C.

Time	Trip Rate			Vehicle Trips		
	Arrivals	Departures	Totals	Arrivals	Departures	Totals
07:00-08:00	0.142	0.066	0.208	3	1	4
08:00-09:00	0.22	0.158	0.378	4	3	8
09:00-10:00	0.072	0.069	0.141	1	1	3
10:00-11:00	0.031	0.015	0.046	1	0	1
11:00-12:00	0.027	0.015	0.042	1	0	1
12:00-13:00	0.085	0.105	0.19	2	2	4
13:00-14:00	0.053	0.078	0.131	1	2	3
14:00-15:00	0.023	0.026	0.049	0	1	1
15:00-16:00	0.062	0.07	0.132	1	1	3
16:00-17:00	0.074	0.093	0.167	1	2	3
17:00-18:00	0.13	0.182	0.312	3	4	6
18:00-19:00	0.01	0.049	0.059	0	1	1
Total				19	19	37

Table 4: Trip Generation (Totals are the result of rounding)

6.3 Modal Shift and Travel

The nursery and school have made a wide effort to encourage modal shift amongst staff and attendees and have a Sustainable Travel Plan in place, given to all new starters. The amended Travel Plan that will be adopted if the application is approved has been provided as a separate document, with the proposed amendments highlighted.

An updated Travel Plan has been produced as part of this application and is being submitted separately. This outlines how the school will encourage sustainable travel amongst staff and students.

6.4 Conclusion

It is therefore concluded that the maximum number of two-way daily trips associated with 20 additional pupils is 37. These trips are typically spread throughout the day, which higher arrivals in the morning and higher departures in the evening. However, given that the maximum number of trips within a one-hour period is 8 two-way trips, the expansion would not result in an increased parking demand beyond what could be reasonably accommodated by the existing parking.

Section 4.5 demonstrates that a traffic count on Shinfield Road estimated an AADF of 10,600 in 2019. Therefore, the increase in traffic would account for a very small increase on the road. Despite the high traffic volume, congestion is not an existing issue on the road, even during school drop-off and pick-up times.

7 Summary and Conclusion

7.1 Summary

This Transport 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 site is in a sustainable location with good access by walking, cycling, and public transport, and existing school travel measures support sustainable modes.
- The proposal for 20 additional nursery pupils generates a very modest number of vehicle trips (max. 8 two-way trips in the busiest hour), which can be accommodated within existing parking and drop-off arrangements.
- A parking survey has been conducted to show there is sufficient capacity, and a plan to rearrange the parking arrangements to create sufficient space has been presented.
- Highway safety analysis shows no evidence of existing issues that would be exacerbated by the proposal; the small increase in traffic is negligible compared to existing flows on Shinfield Road.
- The development accords with national and local transport policy, supporting safe access and sustainable travel without significant impacts on the highway network.

7.2 Conclusion

This report has demonstrated that the proposal will not have a negative impact on the highway network nor on highway safety. It is therefore concluded that the proposals align with national and local policy and implore the council to deem the proposals acceptable in highway and transport grounds.

7.3 Next Steps

We welcome comments on the acceptability of the proposal from the Local Planning Authority, as well as the required scope of a Transport Statement or Assessment to support a Full Planning Application.

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Date: 13 October 2025
Application: 252247



**WOKINGHAM
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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.

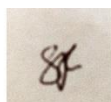
This concludes the pre-application process and I trust that this informal advice is of use to you. Please be aware that it is given without prejudice to any future decision that the Council may take. If you would like further advice, then a new pre-application submission and associated fee will be required.

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	○



School Car Park Analysis

Crosfields School, Shinfield Road, Reading

Crosfields School

18 March 2026

Project Information	
Title	School Car Park Analysis
Job Code	94555
Sector	Transport Planning
Report	Parking Analysis
Client	Crosfields School
Revision	B
Status	Final
Date of Issue	18 March 2026

Revision History					
Revision	Date	Author	Reviewer	Approver	Status
B	18 March 2026	LS	LS	SC	Revised Final – Response to Comments

Disclaimer

This report takes into account the particular instructions and requirements of our client. It is not intended for and should not be relied upon by any third party and no responsibility is undertaken to any third party. This report may include data obtained from trusted third-party consultants/laboratories that have been supplied to us in good faith. Whilst we do everything we can to ensure the quality of all the data we use, we cannot be held responsible for the accuracy or integrity of third party data.

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1 Introduction

1.1 Background

AVAL Consulting Group Limited (ACGL) has been commissioned by Crosfields School ('the client') to provide a parking survey analysis of the school's visitor / drop-off car park to understand the vehicle demand and spare capacity of the car park to support the Planning Application for a proposed children's nursery on site. The site address is Crosfields School, Shinfield Road, Shinfield, Reading, RG2 9BL.

The proposed development is for change of use from a C3 residential dwelling (house) to a children's nursery for 2–3-year-olds on the school site. The capacity of the nursery will be up to 20 children.

There is an existing school nursery for pre-school children 3–4-year-olds in the adjacent property on the school site and this will remain.

Both nursery buildings (existing nursery and the proposed one) are separate from the main school buildings and situated in the north of the site close to the front on Shinfield Road, adjacent to the visitor / pupil drop-off and collection car park. This is also referred to as the northern car park, in the north of the school site.

There is also a smaller existing staff car park (used by staff who work in the northern school buildings) in the northern most part of the site, which has a capacity for 40 cars, as counted on the day, but is shown on the school plans as 33 spaces capacity. This staff car park is accessible from the visitor/drop-off car park, and it is proposed, as part of this nursery proposal, that the staff in this car park will be relocated to the main staff car park in the south of the site (see the site plans in Appendix B – with car parks labelled). This 40-space capacity staff car park will then be altered to accommodate a one-way system and parking to allow for additional drop-offs/pick-ups and parking for the proposed new nursery. It is proposed that most new nursery drop-offs and pick-ups will take place in this new parking area. Some new nursery drop-offs and pick-ups will also be expected to take place in the existing visitor / drop-off car park, which is why the car park is being surveyed for its current demand.

There are a couple of large staff car parks in the south of the site for staff use only (as shown on the site plan) and one of them is not occupied at all. The unoccupied staff car park has 19 spaces for staff and no cars were parked here on the survey day. The other larger staff car park to the rear has approximately 95 staff spaces and this was less than half full when it was surveyed at 8am and again at around 4.30pm. On the survey day and according to the school, both staff car parks in the south of the site have more than enough spare capacity to accommodate the overspill staff parking from the closure of the 40-space staff car park in the north, as a result of this scheme.

The southern staff car parks were not surveyed frequently on the survey day as they are not directly relevant to this application, although they have been found to have spare capacity as described above to comfortably accommodate the displaced staff parking from the smaller northern staff car park once it closes.

This parking survey analysis of the school's visitor / drop-off car park has been completed to accompany the Planning Application for the new nursery at Crosfields School. Details of the

proposed nursery and the results of the parking survey are described in the next sections of this report.

A site location plan is provided in Appendix A.

1.2 Proposed Nursery

The proposed nursery for 2–3-year-olds is planned in the northern most part of the site in a converted residential dwelling. It will accommodate up to 20 children and will be open from 8am until 6pm. It is considered that peak drop-offs will be from 8-9am and peak pick-ups will be between 5.30-6pm.

The proposed site plan is provided in Appendix B.

1.3 Visitor / Drop-off Car Park Usage Description

The surveyed visitor car park operates a one-way system for ease of drop-offs and pick-ups and has a parking capacity of 37 spaces; 27 spaces of which are in the main parking area around the one-system and 10 spaces are situated in a smaller part of the car park outside the Estates Building at the front.

There are 35 standard bays and 2 disabled bays. The two disabled bays are located outside the existing nursery for 3-4-year-olds.

The school provides a traffic marshal in the visitor car park at peak drop-off and pick-up times to assist with vehicle drop-offs and to manage circulation around the car park. They also undertake traffic management at the vehicle entrance to try and manage/organise any queues that form at the entrance from spilling back onto Shinfield Road.

It is important to note that the surveyed visitor car park is the secondary school and nursery car park and is therefore mostly used by older children or pre-schoolers and their parents/carers.

It is possible for vehicles to access the south of the site from the northern entrance through this car park, and some staff cars can arrive via this entrance and travel through the site via the private road to the main southern staff car park. It is also possible for vehicles travelling to the infants and juniors' part of the school, which is in the southern part of the site to use this northern entrance and car park as a through-route to travel to that drop-off/pick-up car park via the on-site private road.

Some vehicles also drop-off older children (secondary school age) or younger nursery children in the surveyed northern visitor car park and then travel around to the southern part of the site via the private access road to drop off infants/junior school aged children.

1.4 Small Northern Staff Car Park Usage Description

As mentioned in Section 1.1, there is also a smaller staff car park in the northern most part of the site, which has a capacity for 40 cars (although this is shown as 33 spaces on the school's car park plan). This existing staff car park is accessible from the main visitor car park, and it is proposed, as part of this nursery proposal, that the staff in this car park will be relocated to the existing staff car parks in the south of the site.

There are a couple of large staff car parks in the south of the site for staff use only (as shown on the site plan) and one of them is not occupied at all. The unoccupied staff car park has 19 spaces for staff and no cars were parked here on the survey day. The other larger staff car park to the rear has approximately 95 staff spaces and this was less than half full when it was surveyed at 8am and again at around 4.30pm. On the survey day and according to the school, both staff car parks in the south of the site have more than enough spare capacity to accommodate the overspill staff parking from the closure of the 40-space staff car park in the north, as a result of this scheme.

The southern staff car parks were not surveyed frequently on the survey day as they are not directly relevant to this application, although they have been found to have spare capacity as described above to comfortably accommodate the displaced staff parking from the smaller northern staff car park once it closes.

The existing 40-space capacity staff car park in the north will then be altered to accommodate a one-way system and parking to allow for drop-offs/pick-ups and parking for the proposed new nursery. It is proposed that most new nursery drop-offs and pick-ups will take place in this new parking area, in addition to the visitor car park. This is favourable to the Application and shows the proposed nursery is not solely reliant on available spaces in the visitor car park. Figure 1.1 shows a photo of this staff car park.

Figure 1.1 Existing Northern Staff Car Park



1.5 Parking Survey Description

The parking survey was undertaken by ACGL within the school's visitor / drop-off car park (northern car park) over one full school day on Monday 12th January 2026. The survey/observations started around 7.30am and continued until 8.45am, once the morning

drop-offs had finished. They then resumed from 3.45pm until 5pm when the car park was quiet.

Many counts and observations were noted during these survey periods, as described in Section 2. Car park and vehicle access/entry/exit photos from the day are shown in Appendix C.

2 Visitor Car Park Observation and Counts - Results

2.1 Summary of Results

Table 2.1 below presents the results and key notes from the morning peak survey between 7.30am and 8.45am.

Table 2.1 Morning Peak Results

TIME	EMPTY SPACES COUNT	NOTES
7.30am	Mostly empty.	Breakfast Club drop-offs – cars not parking. Drop off and go. Staff entering staff car park.
7.45am	Mostly empty.	Breakfast Club drop-offs – cars not parking. Drop off and go. Staff entering staff car park.
8am	17	From about 7.50am the car park gets busier. A lot of cars drive around one-way system, drop-off and go without parking.
8.05am	11	More cars park now, but still empty spaces exist.
8.10am	9	More cars park now, but still empty spaces exist.
8.15am	6	Small vehicle queue at the entrance.
8.20am	12	Small queue northbound on Shinfield Road for entrance. Steady flow of traffic into car park and slow on entry, but good circulation around car park. Still 12 spaces empty.
8.25am	15	Becoming quieter. No queues at entry.
8.30am	12	Becoming quieter. No queues at entry.
8.38am	22	Quieter.
8.45am	22	Quiet, no more drop-offs
End result – 22 spaces empty and 15 spaces taken in daytime. Visitors and some staff park in the car park.		

The morning observation counts show that the visitor car park peaks at around 8.10-8.20am, but there are still up to 6 parking spaces available in the car park at the busiest time. A small queue built up at the entrance but dispersed quickly and did not last for more than 5 minutes. The vehicle circulation around the car park was always steady and no problems were reported.

Table 2.2 below presents the results and key notes from the afternoon peak survey between 3.45pm and 5pm.

Table 2.2 Afternoon Peak Results

TIME	EMPTY SPACES COUNT	NOTES
3.45pm	2 (all full apart from disabled bays)	All full apart from the 2 disabled bays. No queue in car park though. Parents/carers waiting in the parking bays ready for pick-up.

3.55pm	2	All full apart from the 2 disabled bays. Cars started to queue in car park and along the private road on-site to access the junior school in south of site. Queue went back to visitor car park, although this did not affect the vehicle flow around the car park and did not cause any congestion or road safety issues.
4pm	1	Traffic queue built up on entry and around the car park as parked cars left the spaces and other cars then parked. The vehicle queue to the private road to the junior school continued but cars in this queue pulled over to the left to allow cars to circulate the visitor car park. High school pupils started to leave the site and got picked up.
4.05pm	0	Traffic queue continued at entry but dispersed quickly as many cars departed. There were 2 lanes of vehicles entering the school car park to help, rather than just one lane as there were other times. Traffic marshal managing the queue. Pick-ups are quick, good circulation around the car park.
4.15pm	0	Queue dispersed but all spaces are full.
4.20pm	2	No queue but all parking bays apart from disabled bays are full. Observations show that parked cars are now unattended i.e. parents/carers/visitors have parked the car and entered the school rather than picking pupils up in the car quickly and then leaving, as they were before.
4.30pm	5	As before, with many unattended parked cars in the car park. About 5 empty spaces now. Cars are leaving slowly. No queues.
4.40pm	10	Becoming quieter. No queues at entry.
5pm	20	Becoming quieter. No queues at entry.
	End result – About 20 spaces empty and 17 spaces taken. Visitors/parents/carers and some staff park in the car park.	

The afternoon observation counts show that the visitor car park peaks at around 4-4.15pm, but by 5pm there are just over half of all parking spaces available in the car park. A small queue built up at the entrance but dispersed quickly it was managed by the school traffic marshal. The vehicle circulation around the car park was always steady and no problems were reported.

3 Conclusion

The parking survey was thorough and undertaken over a full weekday taking account of both the morning and afternoon peak periods. The school traffic marshal and Estates Manager said it was a typical traffic scenario and no unexpected traffic patterns occurred.

In the morning peak, the visitor car park peaked between 8.10-8.20am, but there were still up to 6 parking spaces available in the car park at this time. In the afternoon, the visitor car park peaked between 4-4.15pm with no available spaces, but by 5pm there were just over half of all parking spaces available in the car park.

At the peak times, a small vehicle queue built up at the entrance, but this did not cause any road safety issues, and it was managed by the school traffic marshal. The queue at the entrance was dispersed relatively quickly, within about 5 minutes. A queue built up within the first half of the visitor car park, on the route/lane that leads to the private road on site for a short time at the start of the afternoon pick-up peak, as vehicles queued here to travel to the infants/junior school building(s) further south on site but this did not cause problems as vehicles picking up pupils in the visitor car park could drive past the queuing lane to travel around the one-way car park.

The proposed nursery, which is expected to accommodate up to 20 children is unlikely to generate any more than 15 additional cars in the peak periods as some children are likely to have siblings already at the school or existing nursery, who already arrive by car. The proposed nursery is expected to peak for drop-offs around 7-8am, with many arriving from 7am when it opens. This would not conflict with the peak for the school, which is 8.10-8.20am. The arrivals to the nursery can also be spread out over an hour or so, or longer as it is open until 6pm.

In the afternoon peak, the nursery peak is likely to be after 5pm (unless the nursery children go home with their school aged siblings at the school), when the visitor car park will be quieter. Peak pick-ups at the nursery are unlikely to occur between 4-4.15pm when the school pick-ups peak.

Furthermore, another reason why the proposed scheme is unlikely to negatively impact the visitor car park is the fact that the school is providing an additional car park for nursery drop-offs and pick-ups in the existing northern staff car park (40 spaces), which would alleviate additional vehicles parking in the visitor car park. The staff would be displaced to the staff car parks in the south of the site.

As discussed in this report, there are a couple of large staff car parks in the south of the site for staff use only (as shown on the site plan) and one of them is not occupied at all. The unoccupied staff car park has 19 spaces for staff and no cars were parked here on the survey day. The other larger staff car park to the rear has approximately 95 staff spaces and this was less than half full when it was surveyed at 8am and again at around 4.30pm. On the survey day and according to the school, both staff car parks in the south of the site have more than enough spare capacity to accommodate the overspill staff parking from the closure of the existing 40-space staff car park in the north, as a result of this scheme.

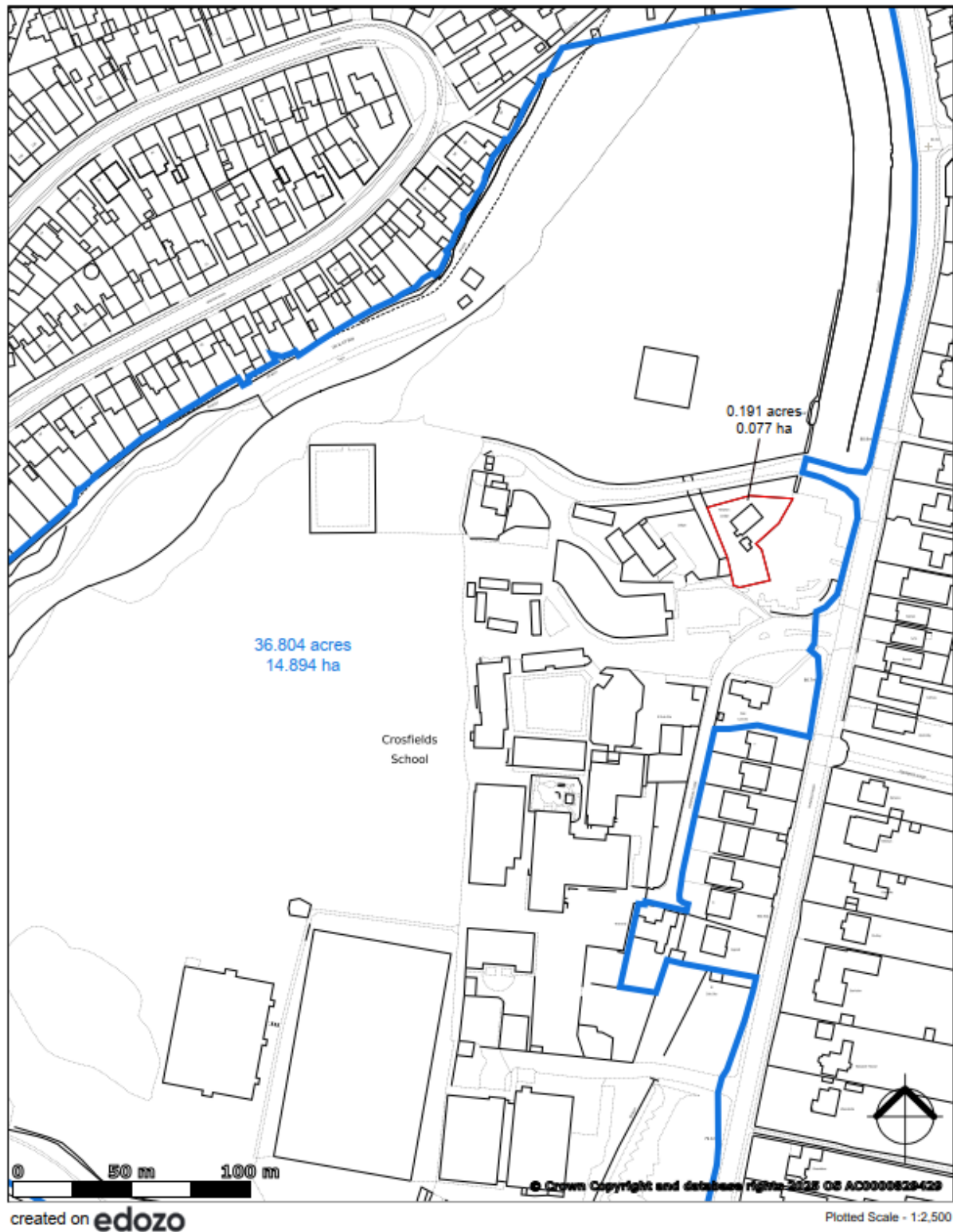
The southern staff car parks were not surveyed frequently on the survey day as they are not directly relevant to this application, although they have been found to have spare capacity as

described above to comfortably accommodate the displaced staff parking from the smaller northern staff car park once it closes.

Finally, the survey of the visitor car park shows that there are available parking spaces in the car park during the peak times (apart from around 4.05pm), therefore the visitor car park is not operating at full capacity.

Overall, this parking survey of the school visitor car park supports the application for the proposed nursery.

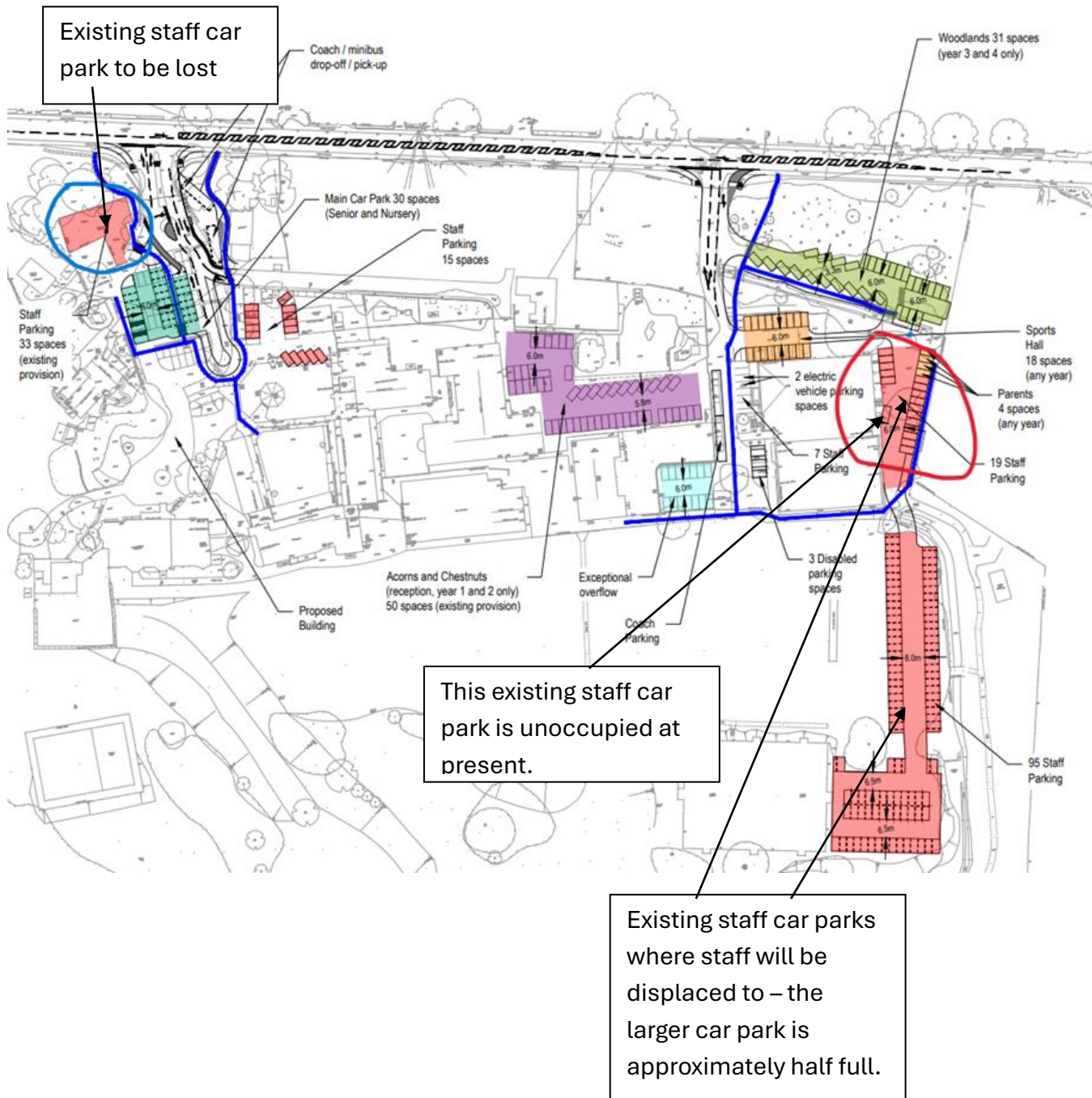
Appendix A : Site Location Plan

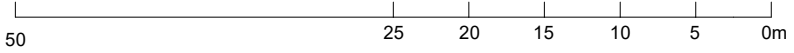
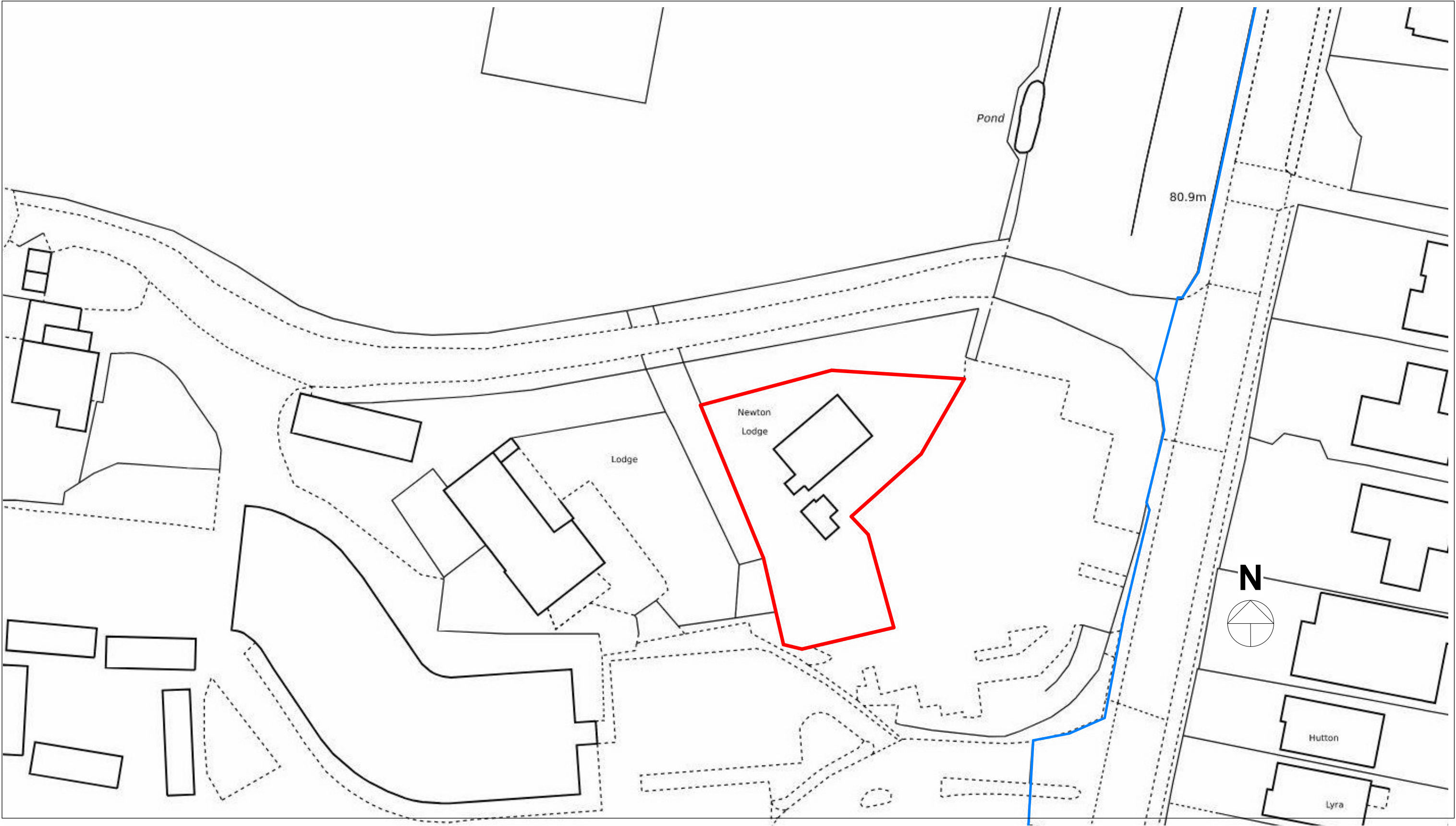


Source: From Client

Appendix B : Existing and Proposed Site Plan

Site Plan – car parks







PLANNING BY DESIGN

FROM CONCEPT TO COMPLETION

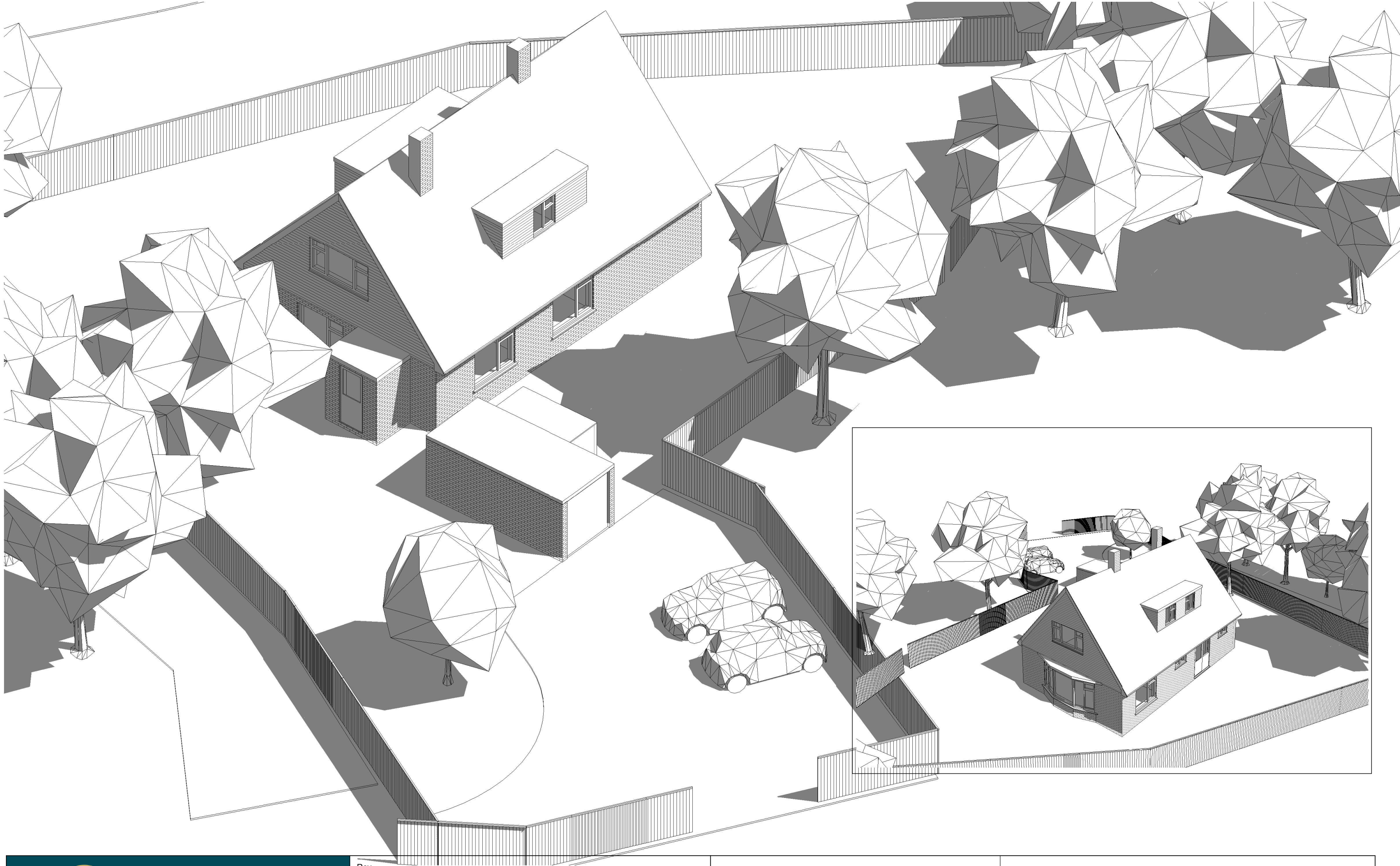
ALL DIMENSIONS TO BE VERIFIED ON SITE

THIS DRAWING IS NOT FOR CONSTRUCTION

Rev

Newton Lodge
 Crosfields School
 Reading RG2 9BL

EXISTING AND PROPOSED BLOCK PLAN		
Date	13.08.2025	Scale @ A3 1:500
By	JL	
Drwg ref:		No. 01 CrosfieldsSchoolExistingAndProposedBlockPlan V2



PLANNING BY DESIGN
FROM CONCEPT TO COMPLETION

THIS DRAWING IS NOT FOR CONSTRUCTION
ALL DIMENSIONS TO BE VERIFIED ON SITE

Rev

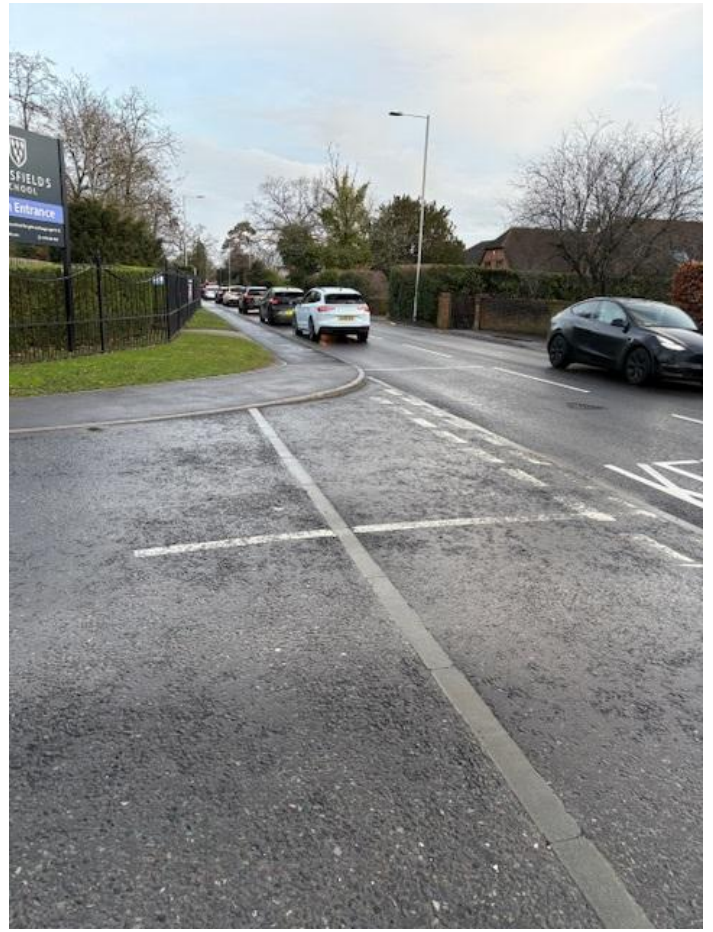
**Newton Lodge
Crosfields School
Reading RG2 9BL**

INDICATIVE 3Ds

Date	13.08.2025	Scale @ A3	No.
By	JL		03
Drwg ref:	CrosfieldsSchoolIndicative3ds V2		

Appendix C : Parking Survey Photographs













Calculation Reference: AUDIT-226601-250828-0807

TRIP RATE CALCULATION SELECTION PARAMETERS:

Land Use : 04 - EDUCATION
 Category : D - NURSERY
 TOTAL VEHICLES

Selected regions and areas:

01	GREATER LONDON	
	KI KINGSTON	1 days
	RB REDBRIDGE	1 days
02	SOUTH EAST	
	BH BRIGHTON & HOVE	1 days
03	SOUTH WEST	
	BA BATH & NORTH EAST SOMERSET	1 days
	BR BRISTOL CITY	1 days
	SD SWINDON	1 days
04	EAST ANGLIA	
	CA CAMBRIDGESHIRE	1 days
05	EAST MIDLANDS	
	DY DERBY	1 days
	LN LINCOLNSHIRE	1 days
	NN NORTH NORTHAMPTONSHIRE	1 days
06	WEST MIDLANDS	
	WK WARWICKSHIRE	1 days
	WM WEST MIDLANDS	1 days
07	YORKSHIRE & NORTH LINCOLNSHIRE	
	DR DONCASTER	1 days
	NY NORTH YORKSHIRE	1 days
09	NORTH	
	TV TEES VALLEY	1 days
	TW TYNE & WEAR	1 days

This section displays the number of survey days per TRICS® sub-region in the selected set

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Primary Filtering selection:

This data displays the chosen trip rate parameter and its selected range. Only sites that fall within the parameter range are included in the trip rate calculation.

Parameter: Number of pupils
 Actual Range: 25 to 111 (units:)
 Range Selected by User: 21 to 450 (units:)

Parking Spaces Range: All Surveys Included

Public Transport Provision:

Selection by: Include all surveys

Date Range: 01/01/16 to 06/09/23

This data displays the range of survey dates selected. Only surveys that were conducted within this date range are included in the trip rate calculation.

Selected survey days:

Monday	2 days
Tuesday	4 days
Wednesday	2 days
Thursday	3 days
Friday	5 days

This data displays the number of selected surveys by day of the week.

Selected survey types:

Manual count	16 days
Directional ATC Count	0 days

This data displays the number of manual classified surveys and the number of unclassified ATC surveys, the total adding up to the overall number of surveys in the selected set. Manual surveys are undertaken using staff, whilst ATC surveys are undertaken using machines.

Selected Locations:

Suburban Area (PPS6 Out of Centre)	8
Edge of Town	4
Neighbourhood Centre (PPS6 Local Centre)	4

This data displays the number of surveys per main location category within the selected set. The main location categories consist of Free Standing, Edge of Town, Suburban Area, Neighbourhood Centre, Edge of Town Centre, Town Centre and Not Known.

Selected Location Sub Categories:

Residential Zone	16
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This data displays the number of surveys per location sub-category within the selected set. The location sub-categories consist of Commercial Zone, Industrial Zone, Development Zone, Residential Zone, Retail Zone, Built-Up Zone, Village, Out of Town, High Street and No Sub Category.

Inclusion of Servicing Vehicles Counts:

Servicing vehicles Included	7 days - Selected
Servicing vehicles Excluded	9 days - Selected

Secondary Filtering selection:**Use Class:**

E(f)	16 days
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This data displays the number of surveys per Use Class classification within the selected set. The Use Classes Order (England) 2020 has been used for this purpose, which can be found within the Library module of TRICS®.

Population within 500m Range:

All Surveys Included

Secondary Filtering selection (Cont.):

Population within 1 mile:

5,001 to 10,000	1 days
10,001 to 15,000	3 days
15,001 to 20,000	3 days
20,001 to 25,000	1 days
25,001 to 50,000	7 days
50,001 to 100,000	1 days

This data displays the number of selected surveys within stated 1-mile radii of population.

Population within 5 miles:

25,001 to 50,000	1 days
50,001 to 75,000	1 days
75,001 to 100,000	2 days
100,001 to 125,000	2 days
125,001 to 250,000	3 days
250,001 to 500,000	5 days
500,001 or More	2 days

This data displays the number of selected surveys within stated 5-mile radii of population.

Car ownership within 5 miles:

0.5 or Less	1 days
0.6 to 1.0	7 days
1.1 to 1.5	7 days
2.1 to 2.5	1 days

This data displays the number of selected surveys within stated ranges of average cars owned per residential dwelling, within a radius of 5-miles of selected survey sites.

Travel Plan:

No	16 days
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This data displays the number of surveys within the selected set that were undertaken at sites with Travel Plans in place, and the number of surveys that were undertaken at sites without Travel Plans.

PTAL Rating:

No PTAL Present	15 days
1b Very poor	1 days

This data displays the number of selected surveys with PTAL Ratings.

LIST OF SITES relevant to selection parameters

1	BA-04-D-02 MIDFORD ROAD BATH COMBE DOWN Neighbourhood Centre (PPS6 Local Centre) Residential Zone Total Number of pupils: Survey date: THURSDAY	NURSERY 61 15/09/22	BATH & NORTH EAST SOMERSET Survey Type: MANUAL
2	BH-04-D-01 CONNAUGHT ROAD BRIGHTON HOVE Neighbourhood Centre (PPS6 Local Centre) Residential Zone Total Number of pupils: Survey date: FRIDAY	NURSERY 45 22/09/17	BRIGHTON & HOVE Survey Type: MANUAL
3	BR-04-D-01 BURCHELLS GREEN ROAD BRISTOL KINGSWOOD Suburban Area (PPS6 Out of Centre) Residential Zone Total Number of pupils: Survey date: TUESDAY	NURSERY 78 02/05/23	BRISTOL CITY Survey Type: MANUAL
4	CA-04-D-01 MILTON ROAD CAMBRIDGE CHESTERTON Neighbourhood Centre (PPS6 Local Centre) Residential Zone Total Number of pupils: Survey date: MONDAY	NURSERY 82 26/06/23	CAMBRIDGESHIRE Survey Type: MANUAL
5	DR-04-D-01 BAWTRY ROAD DONCASTER Suburban Area (PPS6 Out of Centre) Residential Zone Total Number of pupils: Survey date: FRIDAY	NURSERY 111 13/05/22	DONCASTER Survey Type: MANUAL
6	DY-04-D-02 MAXWELL AVENUE DERBY DARLEY ABBEY Edge of Town Residential Zone Total Number of pupils: Survey date: THURSDAY	NURSERY 54 12/07/18	DERBY Survey Type: MANUAL
7	KI-04-D-01 WINDMILL LANE SURBITON LONG DITTON Suburban Area (PPS6 Out of Centre) Residential Zone Total Number of pupils: Survey date: WEDNESDAY	NURSERY 55 22/06/16	KINGSTON Survey Type: MANUAL
8	LN-04-D-01 NEWARK ROAD LINCOLN SWALLOW BECK Suburban Area (PPS6 Out of Centre) Residential Zone Total Number of pupils: Survey date: TUESDAY	NURSERY 49 31/10/17	LINCOLNSHIRE Survey Type: MANUAL

LIST OF SITES relevant to selection parameters (Cont.)

9	NN-04-D-01 ROCKINGHAM ROAD KETTERING	NURSERY		NORTH NORTHAMPTONSHIRE
	Suburban Area (PPS6 Out of Centre) Residential Zone Total Number of pupils:		90	
	Survey date: TUESDAY		07/06/22	Survey Type: MANUAL
10	NY-04-D-03 WETHERBY ROAD KNARESBOROUGH	NURSERY		NORTH YORKSHIRE
	Suburban Area (PPS6 Out of Centre) Residential Zone Total Number of pupils:		90	
	Survey date: MONDAY		12/06/23	Survey Type: MANUAL
11	RB-04-D-02 RAY LODGE ROAD WOODFORD GREEN	NURSERY		REDBRIDGE
	Edge of Town Residential Zone Total Number of pupils:		67	
	Survey date: WEDNESDAY		22/11/17	Survey Type: MANUAL
12	SD-04-D-01 SHREWSBURY ROAD SWINDON WALCOT	NURSERY		SWINDON
	Suburban Area (PPS6 Out of Centre) Residential Zone Total Number of pupils:		75	
	Survey date: THURSDAY		22/09/16	Survey Type: MANUAL
13	TV-04-D-01 COTSWOLD DRIVE REDCAR	NURSERY		TEES VALLEY
	Edge of Town Residential Zone Total Number of pupils:		25	
	Survey date: FRIDAY		19/05/17	Survey Type: MANUAL
14	TW-04-D-03 JUBILEE ROAD NEWCASTLE UPON TYNE GOSFORTH	NURSERY		TYNE & WEAR
	Suburban Area (PPS6 Out of Centre) Residential Zone Total Number of pupils:		108	
	Survey date: TUESDAY		21/05/19	Survey Type: MANUAL
15	WK-04-D-01 THE RIDGEWAY STRATFORD UPON AVON	NURSERY		WARWICKSHIRE
	Edge of Town Residential Zone Total Number of pupils:		61	
	Survey date: FRIDAY		29/06/18	Survey Type: MANUAL
16	WM-04-D-02 BERTRAM ROAD BIRMINGHAM SMALL HEATH	NURSERY		WEST MIDLANDS
	Neighbourhood Centre (PPS6 Local Centre) Residential Zone Total Number of pupils:		30	
	Survey date: FRIDAY		19/11/21	Survey Type: MANUAL

This section provides a list of all survey sites and days in the selected set. For each individual survey site, it displays a unique site reference code and site address, the selected trip rate calculation parameter and its value, the day of the week and date of each survey, and whether the survey was a manual classified count or an ATC count.

TRIP RATE for Land Use 04 - EDUCATION/D - NURSERY

TOTAL VEHICLES

Calculation factor: 1

BOLD print indicates peak (busiest) period

Time Range	ARRIVALS			DEPARTURES			TOTALS		
	No. Days	Ave. PUPILS	Trip Rate	No. Days	Ave. PUPILS	Trip Rate	No. Days	Ave. PUPILS	Trip Rate
00:00 - 01:00									
01:00 - 02:00									
02:00 - 03:00									
03:00 - 04:00									
04:00 - 05:00									
05:00 - 06:00									
06:00 - 07:00	1	61	0.000	1	61	0.000	1	61	0.000
07:00 - 08:00	16	68	0.143	16	68	0.068	16	68	0.211
08:00 - 09:00	16	68	0.228	16	68	0.165	16	68	0.393
09:00 - 10:00	16	68	0.076	16	68	0.073	16	68	0.149
10:00 - 11:00	16	68	0.034	16	68	0.019	16	68	0.053
11:00 - 12:00	16	68	0.031	16	68	0.019	16	68	0.050
12:00 - 13:00	16	68	0.092	16	68	0.113	16	68	0.205
13:00 - 14:00	16	68	0.055	16	68	0.080	16	68	0.135
14:00 - 15:00	16	68	0.027	16	68	0.029	16	68	0.056
15:00 - 16:00	16	68	0.065	16	68	0.073	16	68	0.138
16:00 - 17:00	16	68	0.076	16	68	0.094	16	68	0.170
17:00 - 18:00	16	68	0.133	16	68	0.187	16	68	0.320
18:00 - 19:00	15	70	0.010	15	70	0.050	15	70	0.060
19:00 - 20:00									
20:00 - 21:00									
21:00 - 22:00									
22:00 - 23:00									
23:00 - 24:00									
Total Rates:			0.970			0.970			1.940

This section displays the trip rate results based on the selected set of surveys and the selected count type (shown just above the table). It is split by three main columns, representing arrivals trips, departures trips, and total trips (arrivals plus departures). Within each of these main columns are three sub-columns. These display the number of survey days where count data is included (per time period), the average value of the selected trip rate calculation parameter (per time period), and the trip rate result (per time period). Total trip rates (the sum of the column) are also displayed at the foot of the table.

To obtain a trip rate, the average (mean) trip rate parameter value (TRP) is first calculated for all selected survey days that have count data available for the stated time period. The average (mean) number of arrivals, departures or totals (whichever applies) is also calculated (COUNT) for all selected survey days that have count data available for the stated time period. Then, the average count is divided by the average trip rate parameter value, and multiplied by the stated calculation factor (shown just above the table and abbreviated here as FACT). So, the method is: $COUNT/TRP*FACT$. Trip rates are then rounded to 3 decimal places.

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Parameter summary

Trip rate parameter range selected: 25 - 111 (units:)
 Survey date range: 01/01/16 - 06/09/23
 Number of weekdays (Monday-Friday): 16
 Number of Saturdays: 0
 Number of Sundays: 0
 Surveys automatically removed from selection: 0
 Surveys manually removed from selection: 0

This section displays a quick summary of some of the data filtering selections made by the TRICS® user. The trip rate calculation parameter range of all selected surveys is displayed first, followed by the range of minimum and maximum survey dates selected by the user. Then, the total number of selected weekdays and weekend days in the selected set of surveys are shown. Finally, the number of survey days that have been manually removed from the selected set outside of the standard filtering procedure are displayed.

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TRIP RATE for Land Use 04 - EDUCATION/D - NURSERY

CARS

Calculation factor: 1

BOLD print indicates peak (busiest) period

Time Range	ARRIVALS			DEPARTURES			TOTALS		
	No. Days	Ave. PUPILS	Trip Rate	No. Days	Ave. PUPILS	Trip Rate	No. Days	Ave. PUPILS	Trip Rate
00:00 - 01:00									
01:00 - 02:00									
02:00 - 03:00									
03:00 - 04:00									
04:00 - 05:00									
05:00 - 06:00									
06:00 - 07:00	1	61	0.000	1	61	0.000	1	61	0.000
07:00 - 08:00	16	68	0.142	16	68	0.066	16	68	0.208
08:00 - 09:00	16	68	0.220	16	68	0.158	16	68	0.378
09:00 - 10:00	16	68	0.072	16	68	0.069	16	68	0.141
10:00 - 11:00	16	68	0.031	16	68	0.015	16	68	0.046
11:00 - 12:00	16	68	0.027	16	68	0.015	16	68	0.042
12:00 - 13:00	16	68	0.085	16	68	0.105	16	68	0.190
13:00 - 14:00	16	68	0.053	16	68	0.078	16	68	0.131
14:00 - 15:00	16	68	0.023	16	68	0.026	16	68	0.049
15:00 - 16:00	16	68	0.062	16	68	0.070	16	68	0.132
16:00 - 17:00	16	68	0.074	16	68	0.093	16	68	0.167
17:00 - 18:00	16	68	0.130	16	68	0.182	16	68	0.312
18:00 - 19:00	15	70	0.010	15	70	0.049	15	70	0.059
19:00 - 20:00									
20:00 - 21:00									
21:00 - 22:00									
22:00 - 23:00									
23:00 - 24:00									
Total Rates:			0.929				0.926	1.855	

This section displays the trip rate results based on the selected set of surveys and the selected count type (shown just above the table). It is split by three main columns, representing arrivals trips, departures trips, and total trips (arrivals plus departures). Within each of these main columns are three sub-columns. These display the number of survey days where count data is included (per time period), the average value of the selected trip rate calculation parameter (per time period), and the trip rate result (per time period). Total trip rates (the sum of the column) are also displayed at the foot of the table.

To obtain a trip rate, the average (mean) trip rate parameter value (TRP) is first calculated for all selected survey days that have count data available for the stated time period. The average (mean) number of arrivals, departures or totals (whichever applies) is also calculated (COUNT) for all selected survey days that have count data available for the stated time period. Then, the average count is divided by the average trip rate parameter value, and multiplied by the stated calculation factor (shown just above the table and abbreviated here as FACT). So, the method is: $COUNT/TRP*FACT$. Trip rates are then rounded to 3 decimal places.