

Project Name:	Napolean House, Riseley, Reading
Document Reference:	13.0028/TN/2
Document Name:	Technical Note
Prepared By:	Caroline Duff (September 2024)
Checked By:	Tom Fisher (September 2024)
Approved By:	Caitlin Turley (September 2024)

Revision Record				
Rev	Date	By	Summary of Changes	Aprvd
2	19.09.24	OSC	Client Comments	CID

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1. INTRODUCTION

- 1.1 This Technical Note (TN) has been prepared by Paul Basham Associates on behalf of Outcomes First Group Ltd to support a section 73 application for the change of use application from office to a special education school for 60 pupils at Napolean House, Riseley, Reading (Application 240150).
- 1.2 Paul Basham Associates prepared a Transport Statement to support the application in January 2024, an Addendum Transport Statement in March 2024, a Travel Plan Statement and Parking Management Plan to support the application (240150).
- 1.3 Following planning approval in June 2024, changes have been made to the internal parking layout and therefore a section 73 application is being undertaken to gain approval for these changes. To support the section 73 application this TN has been prepared along with updates to the parking management plan.

1.4 This report will include:

- Confirmation of changes being made to the scheme.
- Review of parking arrangements/provision compared to previous scheme.
- Summary of amendments to pick up/drop off arrangements and reference to the Parking Management Plan.
- Updated highway assessment and betterment over the approved scheme.
- Updated tracking plans.

2. CHANGES TO THE SITE LAYOUT

- 2.1 The main change to the site layout is the removal of the sports court to amend the parking layout which has resulted in the addition of 2 car parking spaces, increasing the number of overall parking spaces from 39 to 41.
- 2.2 In addition, the existing parking on the southern side of the access road and south of the existing building has been removed to accommodate the addition of a drop-off/pick-up roundabout arrangement to the north of the site access.
- 2.3 The changes can be identified within the updated site layout attached as **Appendix A**.

3. REVIEW OF PARKING ARRANGEMENTS

- 3.1 As aforementioned, the sports court have been removed from the site layout to provide additional space for parking. Therefore, the parking layout has been updated, removing the spaces along the northern boundary of Napoleon House and relocating them into the area which previously housed the sports court. This has also allowed for an additional 2 parking spaces making the total spaces at the site 41.
- 3.2 There are 26 spaces located where the sports court was situated, 4 to the north of Napoleon House and the remaining 11 spaces are in the same location as shown in the previously agreed layout. To ensure all these spaces are accessible, tracking has been updated to show cars entering and exiting the spaces (**Appendix B**).
- 3.3 A drop-off/pick-up area has also been created to the north of the access road where existing parking on the southern side of the access road has been removed. The area is suitable for cars and minibuses to wait and turn around (although the largest vehicle expected on site is a people carrier, which is of similar size to the minibus utilised for tracking) which is shown within **Appendix C**.

- 3.4 As the parking layout and drop-off/pick-up area has been amended, updated vehicle tracking for a 7.5 box van, refuse vehicle and fire tender has been undertaken and is attached as **Appendix D**. All vehicles are able to enter/exit the site and turn around within the updated parking area.

4. INTERNAL HIGHWAYS ASSESSMENT

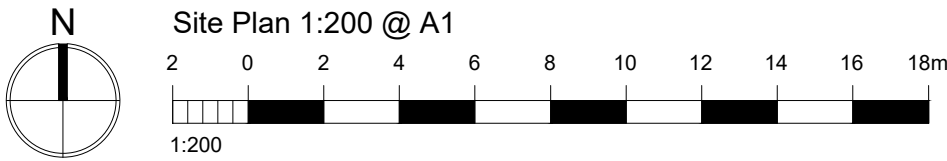
- 4.1 The updated parking layout, with the removal of the sports court, has now provided additional space for vehicles to manoeuvre within the parking area (tracking shown in **Appendix B** and **D**) both for vehicles getting into/out of parking spaces and for larger vehicles turning around on site.
- 4.2 The amended layout has also provided an additional 2 parking spaces at the site, creating a total of 41 parking spaces at the site. Therefore, there is additional space for visitors to park at the site, even if all 39 full time staff (35 full time staff and 10-part time staff which equates to 39 full time staff as set out within previous reports) travel by private car to the site.
- 4.3 As previously mentioned within the Addendum Transport Statement, it has been assumed all 60 pupils will arrive by taxi/minibus and that each taxi has a capacity of 2.75 pupils, equating to 22 vehicle trips at school drop off and pick up. This was agreed through the previous planning application.
- 4.4 It was also previously mentioned within the Addendum Transport Statement that staff would manage pick up and drop off arrangements through staggered pick up/drop off times, with and parents/drivers made aware of the arrangements prior to visiting the site and this was agreed through the previous planning application.
- 4.5 The addition of the pick-up/drop-off areas allows cars/minibuses to wait away from the carriageway without obstructing vehicle flow in and out of the site access and car park. As shown within **Appendix C** there is room from 2 minibuses or 3 cars to wait (short-term as this area is not for long-term parking) along the northern side of the roundabout. However, should more vehicles need to wait, there is room for vehicles to wait on the opposite site of the roundabout as well (which would allow for c8 cars or c5 minibuses). This alleviates queuing vehicles from the main access road.

- 4.6 It is considered that there is space within the car park and the drop-off/pick-up area to ensure that all vehicles associated with the proposed school do not queue back onto the public highway.

5. SUMMARY AND CONCLUSIONS

- 5.1 This Technical Note (TN) has been prepared by Paul Basham Associates on behalf of Outcomes First Group Ltd to support a section 73 application for the change of use application from office to a special education school for 60 pupils at Napoleon House, Riseley, Reading (Application 240150).
- 5.2 The sports court has been removed allowing the parking to be rearranged which has also allowed for the addition of 2 spaces, making the total spaces on site 41 rather than 39.
- 5.3 A drop-off/pick-up area has been provided which allows pupils to be dropped-off/picked-up without cars needing to utilise the car parking area.
- 5.4 The drop-off/pick-up area ensures vehicles are able to wait on the roundabout for drop-off/pick-up without disrupting traffic flows for those entering/exiting the car park and ensures queuing will not occur onto the highway network.
- 5.5 Therefore, we ask Wokingham Borough Council to look favourably upon this section 73 application with regard to highways.

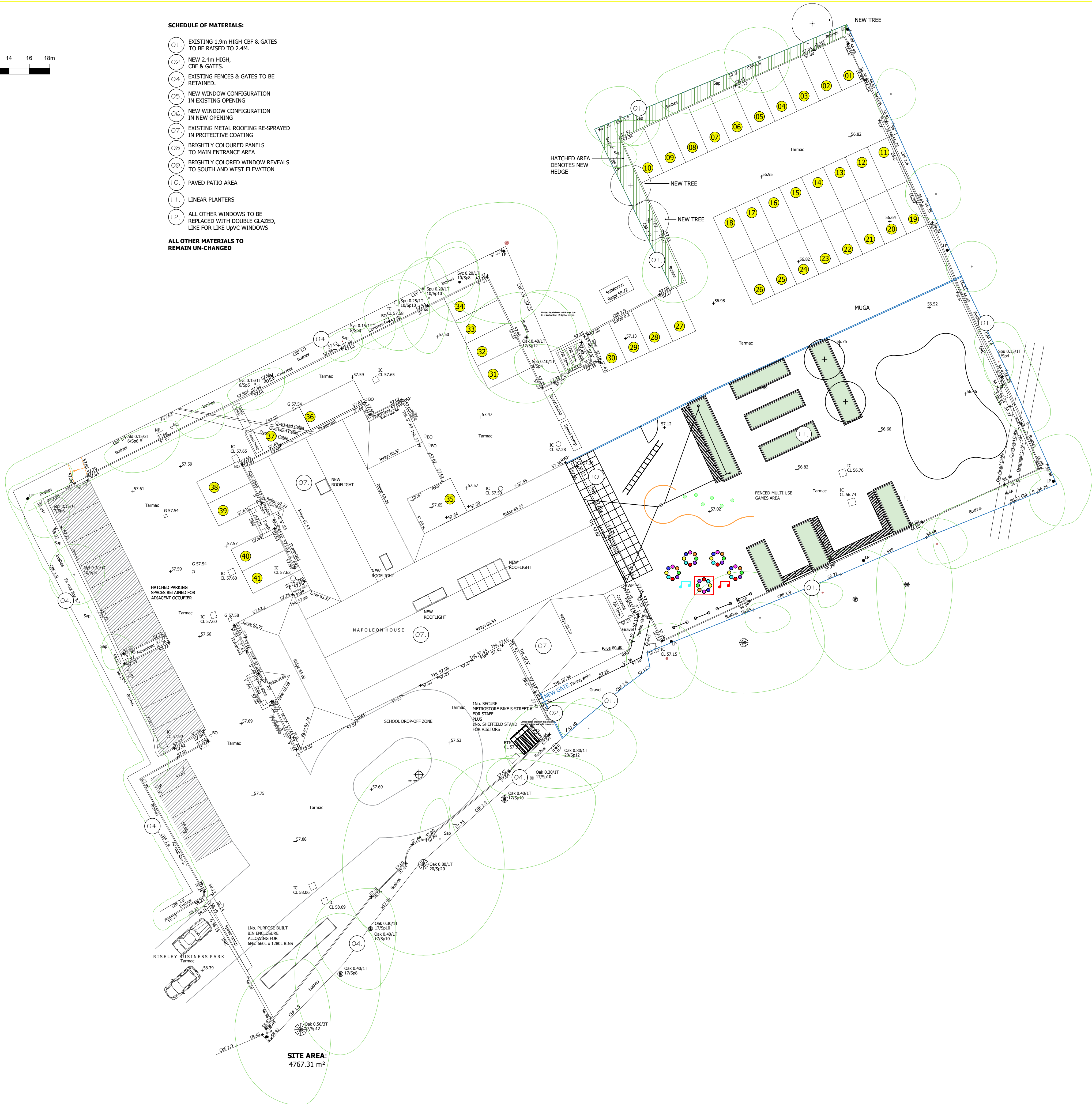
Appendix A



SCHEDULE OF MATERIALS:

01. EXISTING 1.9m HIGH CBF & GATES TO BE RAISED TO 2.4M.
02. NEW 2.4m HIGH, CBF & GATES.
04. EXISTING FENCES & GATES TO BE RETAINED.
05. NEW WINDOW CONFIGURATION IN EXISTING OPENING
06. NEW WINDOW CONFIGURATION IN NEW OPENING
07. EXISTING METAL ROOFING RE-SPRAYED IN PROTECTIVE COATING
08. BRIGHTLY COLOURED PANELS TO MAIN ENTRANCE AREA
09. BRIGHTLY COLORED WINDOW REVEALS TO SOUTH AND WEST ELEVATION
10. PAVED PATIO AREA
11. LINEAR PLANTERS
12. ALL OTHER WINDOWS TO BE REPLACED WITH DOUBLE GLAZED, LIKE FOR LIKE UPVC WINDOWS

ALL OTHER MATERIALS TO REMAIN UN-CHANGED



Notes

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2. Do not scale this drawing except for Local Authority planning purposes
3. All dimensions must be checked on site by the contractor prior to commencement of the works.



Client Approval

X A - Approved

X B - Approved with comments

X C - Do not use

Rev.	Revision Note/Purpose of Issue	Drawn By	Date	Checked By	Date
A	Issued for Comments (FIRST ISSUE)	MW	09.10.23	HJG	09.10.23
B	Revised following Transport Consultant Input	MW	07.12.23	HJG	07.12.23
C	Revised following TC Input	MW	14.12.23	HJG	14.12.23
D	Issued for PLANNING	MW	19.12.23	HJG	19.12.23
E	Issued for PLANNING	MW	08.01.24	HJG	08.01.24
F	Issued for PLANNING	MW	18.04.24	HJG	18.04.24
G	Issued for PLANNING	MW	08.05.24	HJG	08.05.24
H	Issued for PLANNING	MW	29.08.24	HJG	29.08.24
I	Issued for PLANNING	MW	04.09.24	HJG	04.09.24
J	Issued for PLANNING	MW	11.09.24	HJG	11.09.24

Client

OUTCOMES FIRST GROUP

Job title

Napoleon House
School
Reading

Drawing title

Proposed
Site Plan

Drawn	Date		Checked		Date		Scale at A1	
MW	Oct.23		HJG		Oct.23		1:200	
Job No.	Pro.	Org.	Zone	Level	Type	Role	No.	Rev.
23-098	NH	MHA	ZZ	00	DR	A	0020	J
Purpose of Issue								

Purpose of issue

PLANNING

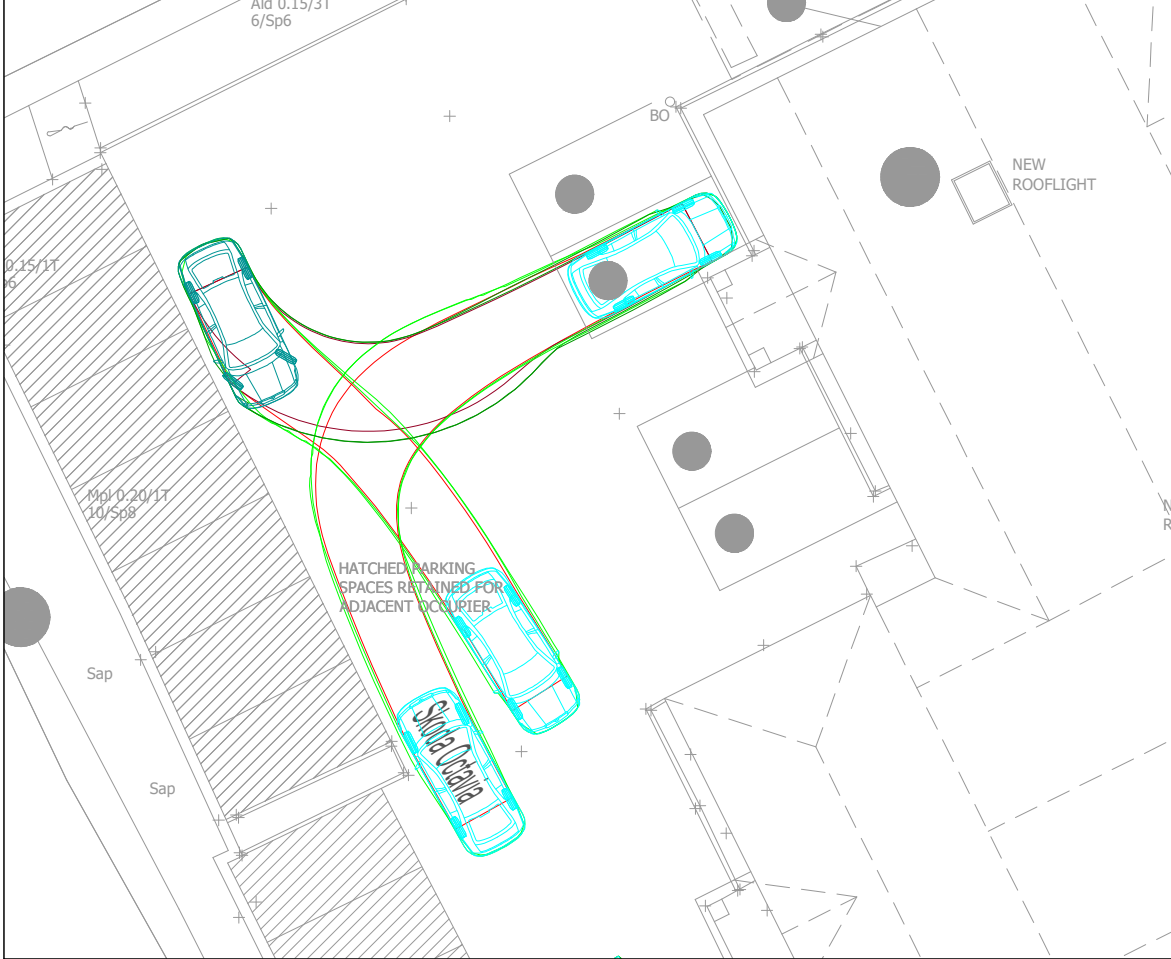
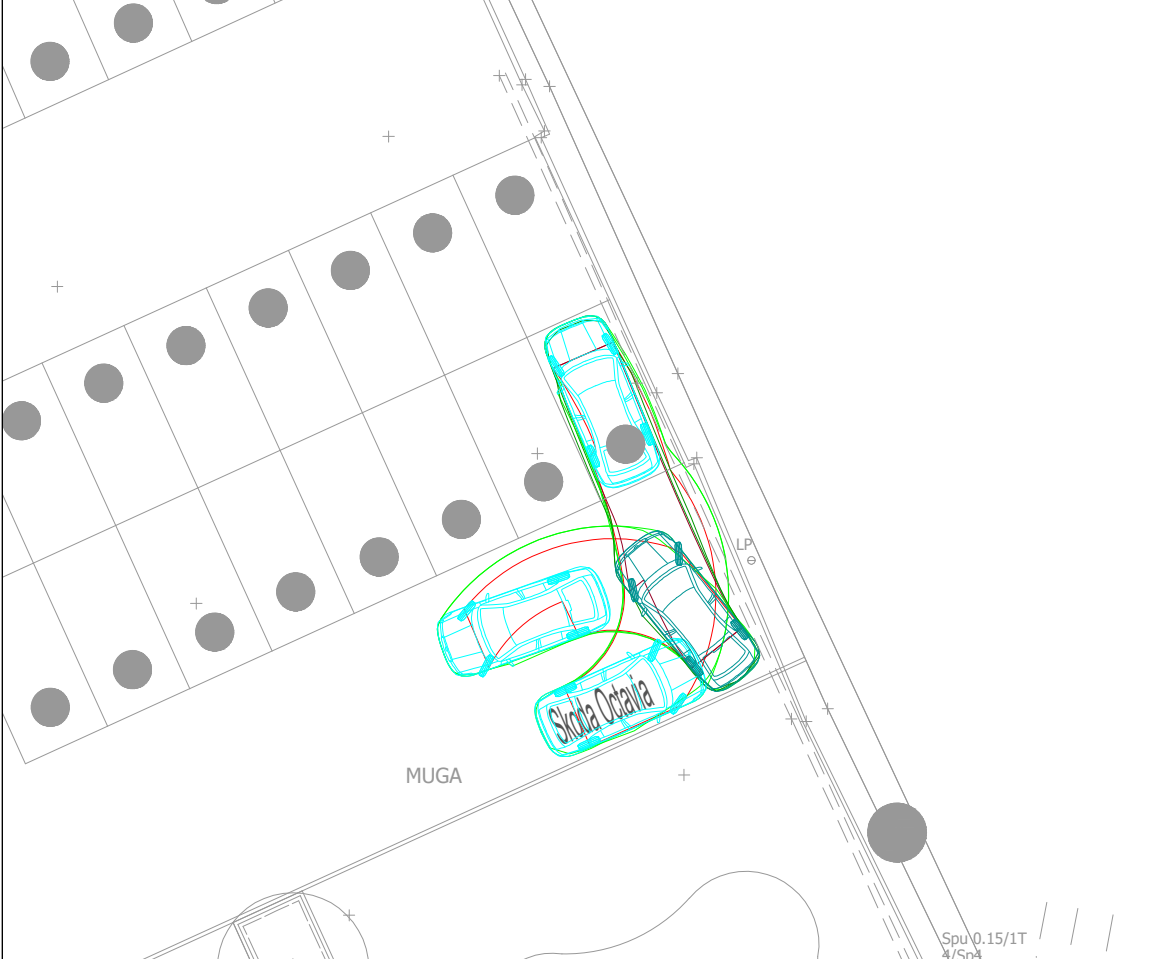
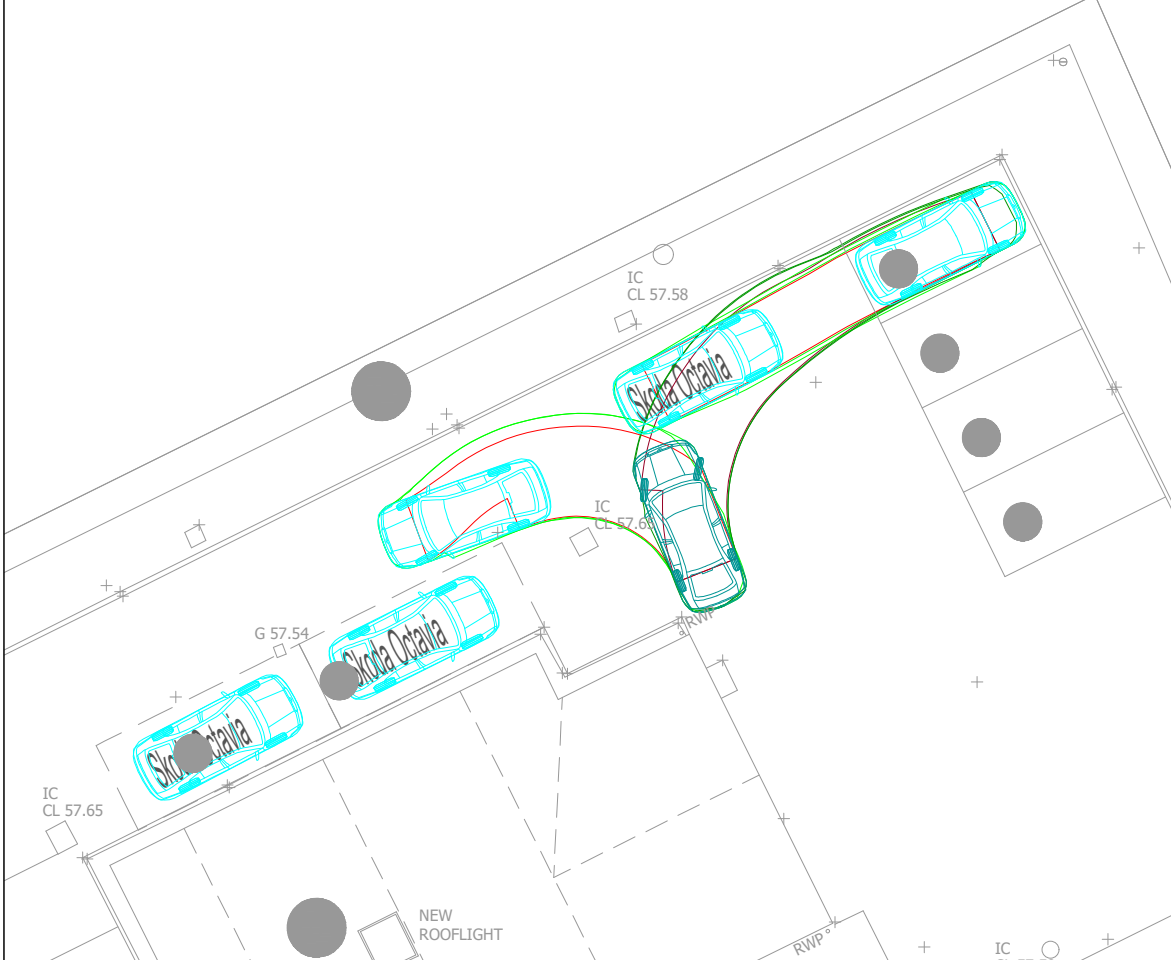
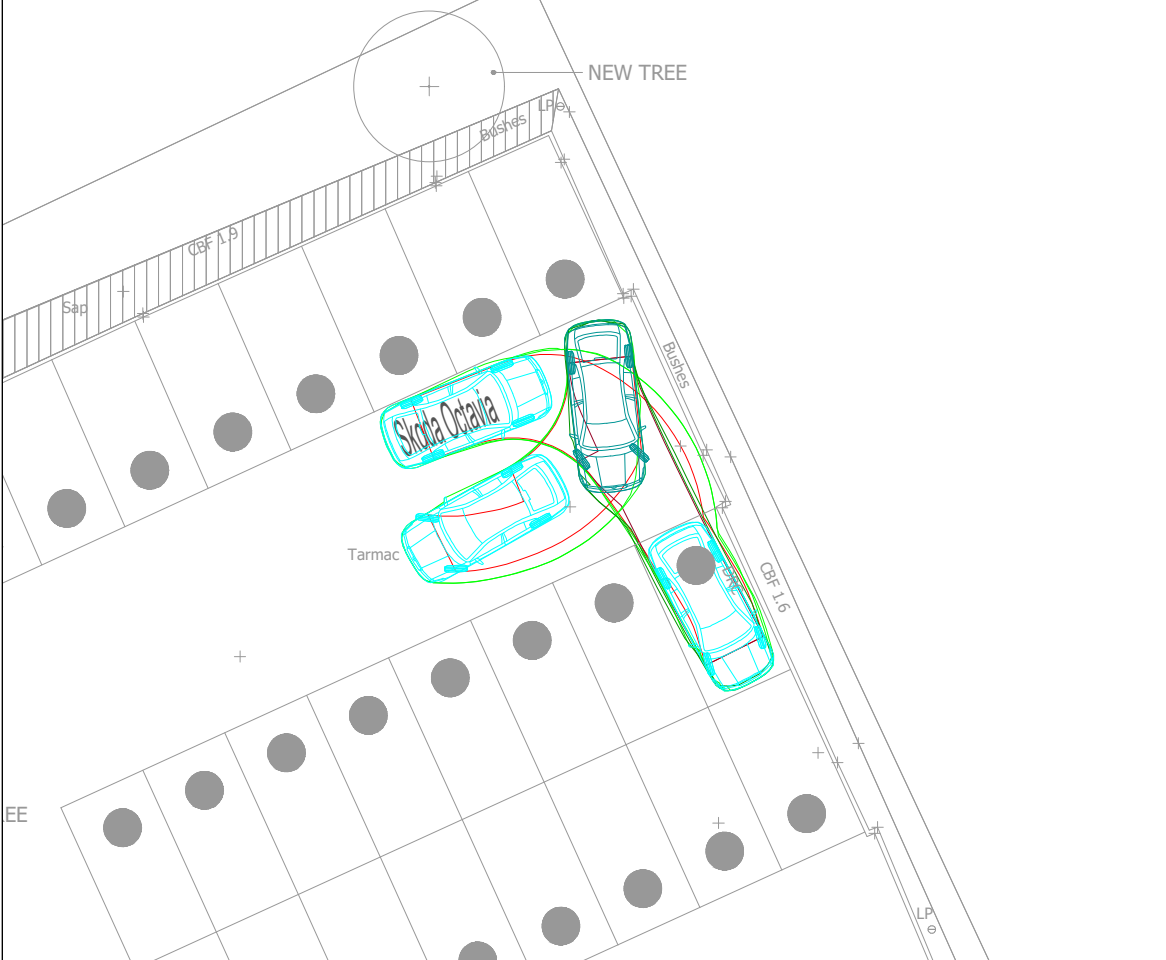
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Appendix B

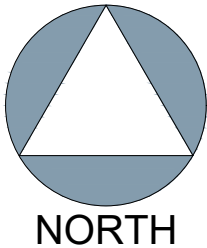


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 - VEHICLES TRACKED AT 5MPH.

VEHICLE PROFILE

Skoda Octavia
Overall Length 4.572m
Overall Width 1.769m
Overall Body Height 1.488m
Min Body Ground Clearance 0.249m
Max Track Width 1.713m
Lock to lock time 4.00s
Kerb to Kerb Turning Radius 5.100m



PRELIMINARY

DRAWING/DESIGN IS STILL 'IN DEVELOPMENT'
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Project Name	NAPOLEAN HOUSE, RISELEY, READING
Project Phase	PRELIMINARY

Title	CAR PARK SWEEP PATH ANALYSIS
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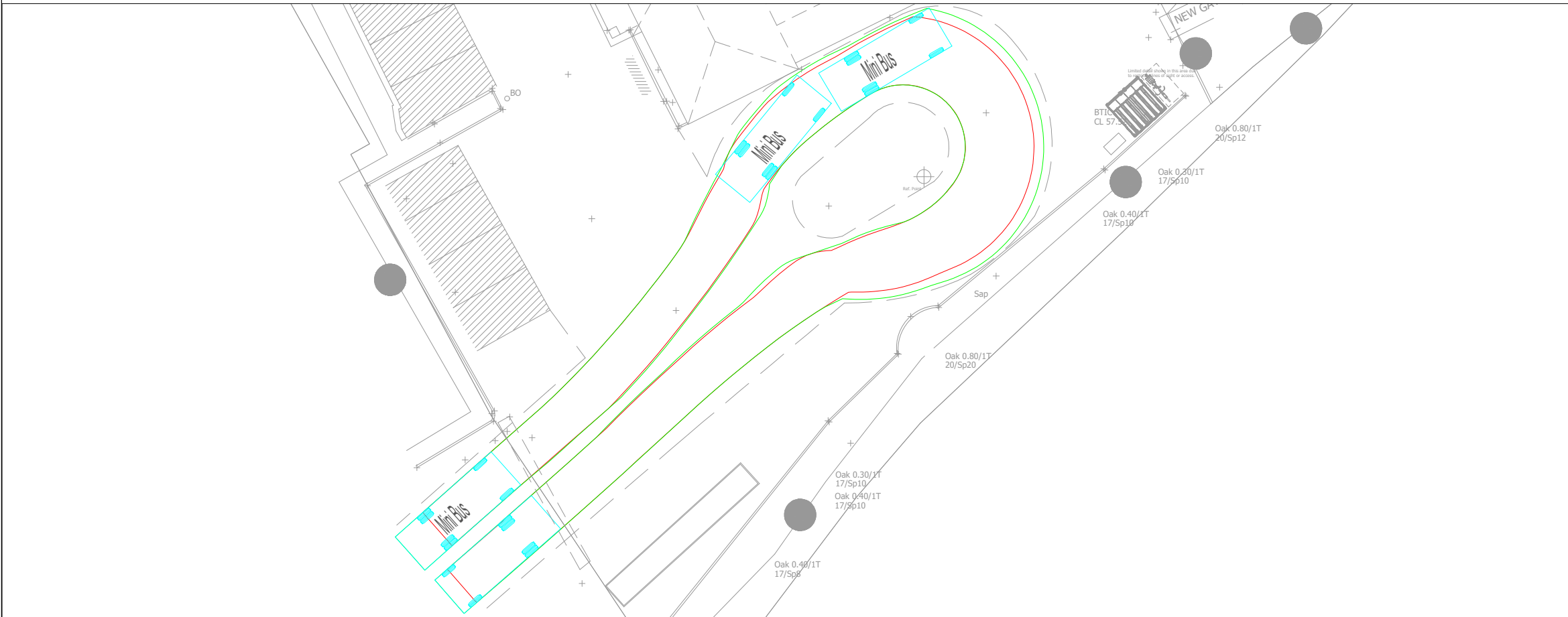
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Client

P02	UPDATED LAYOUT	18.09.24	CID	TAF
P01	FIRST ISSUE	20.12.23	OSC	JAM
Rev	Description	Date	By	App'd
Date Created	Drawn By	Approved By	Suitability Code	
19.12.23	OSC	JAM	-	
PBA Project Number		Scale	(AT A3)	
143.0028		1:200		
PBA Drawing No:			Revision	
143.0028-0001			P02	

Appendix C

MINI BUS UTILISING DROP-OFF/PICK-UP POINT



CAR UTILISING DROP-OFF/PICK-UP POINT

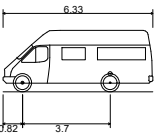


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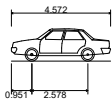
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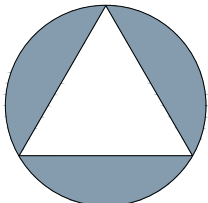
VEHICLE PROFILE



Mini Bus	
Overall Length	6.330m
Overall Width	2.192m
Overall Body Height	2.601m
Min Body Ground Clearance	0.374m
Track Width	2.192m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	6.450m



Skoda Octavia	
Overall Length	4.572m
Overall Width	1.769m
Overall Body Height	1.488m
Min Body Ground Clearance	0.249m
Max Track Width	1.713m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	5.100m



PRELIMINARY

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Project Name NAPOLEAN HOUSE, RISELEY, READING		Title PICK UP/DROP OFF SWEPT PATH ANALYSIS	paulbasham associates Paul Basham Associates Ltd The Bothy, Cams Hall Estate, Fareham, PO16 8UT 01329 711 000 info@paulbashamassociates.com www.paulbashamassociates.com	Client mh ARCHITECTS	Date Created 19.12.23	Drawn By OSC	Approved By JAM	Suitability Code -	
Project Phase PRELIMINARY					PBA Project Number 143.0028		Scale 1:250 (AT A3)		
					PBA Drawing No: 143.0028-0005			Revision P02	

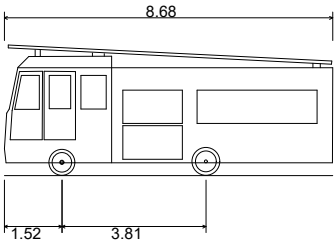
Appendix D

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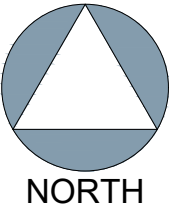
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6. VEHICLE TRACKED AT 5MPH.

VEHICLE PROFILE



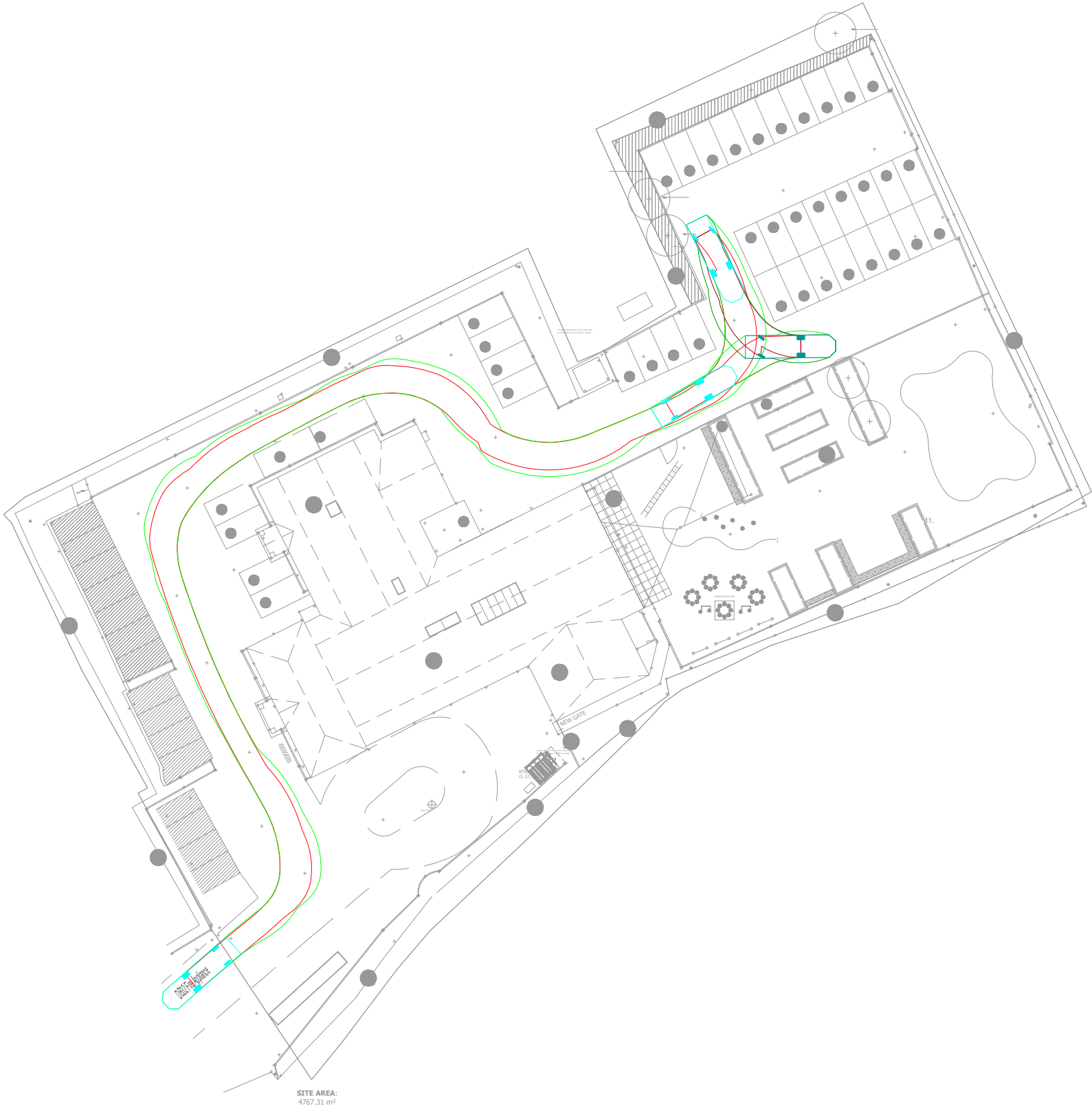
DB32 Fire Appliance	8.680m
Overall Length	2.180m
Overall Width	3.452m
Overall Body Height	0.337m
Min Body Ground Clearance	2.121m
Max Track Width	6.00s
Lock to lock time	7.910m
Kerb to Kerb Turning Radius	



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143.0028		1:500		
PBA Drawing No:			Revision	
143.0028-0002			P02	



Project Name NAPOLEAN HOUSE, RISELEY, READING	Title FIRE TENDER SWEPT PATH ANALYSIS	paulbasham associates Paul Basham Associates Ltd The Bothy, Cams Hall Estate, Fareham, PO16 8UT 01329 711 000 info@paulbashamassociates.com www.paulbashamassociates.com	Client <
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VEHICLE PROFILE

Large Refuse Vehicle (3 axle)

Overall Length	9.860m
Overall Width	2.450m
Overall Body Height	3.814m
Min Body Ground Clearance	0.366m
Track Width	2.450m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	9.500m

NORTH

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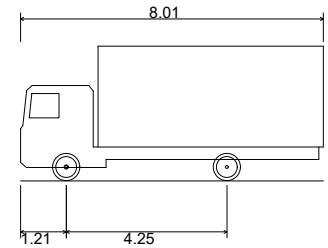
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P01	FIRST ISSUE	20.12.23	OSC	JAM
Rev	Description	Date	By	App'd
Date Created	Drawn By	Approved By	Suitability Code	
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PBA Project Number		Scale	(AT A3)	
143.0028		1:200		
PBA Drawing No:			Revision	
143.0028-0003			P02	

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VEHICLE PROFILE



7.5t Box Van	8.010m
Overall Length	2.100m
Overall Width	3.556m
Overall Body Height	0.351m
Min Body Ground Clearance	2.064m
Track Width	4.00s
Lock to lock time	7.400m
Kerb to Kerb Turning Radius	



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NAPOLEAN HOUSE, RISELEY, READING	7.5T BOX VAN SWEEP PATH ANALYSIS				19.12.23	OSC	JAM	-
Project Phase					PBA Project Number	Scale		
PRELIMINARY					143.0028	1:500	(AT A3)	
PBA Drawing No: 143.0028-0004								Revision
								P02