PLANNING BY DESIGN
FROM CONCEPT TO COMPLETION

Full Planning Application for Erection of Kohinbo Dhee Temple, including museum and education provisions at 401 Old Whitley Wood Ln, Reading RG2 8QA

Revised Transport Statement

Written and prepared by Planning by Design on behalf of Tamu Pye Lhu Sangh

1 Introduction

1.1 Introduction

Planning By Design **(The agent)** has been instructed to act on behalf of Tamu Pye Lhu Sangh (UK Registration 1161779) **(the applicant)** to submit a Transport Statement to Wokingham Borough Council **(Local Planning Authority)** for the Erection of Temple, including museum and education provisions **(the proposal)** at 401 Old Whitley Wood Ln, Reading RG2 8QA **(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.

1.2 The Site

The site is 401 Old Whitley Wood Ln, Reading RG2 8QA. The site is currently a community centre. The site is accessed at the end of Old Whitley Wood Lane, a two-way residential road.

The site is situated within Whitley Wood, a suburb approximately 6km south of the centre of Reading.

The Site Location Plan is provided in Figure 1.

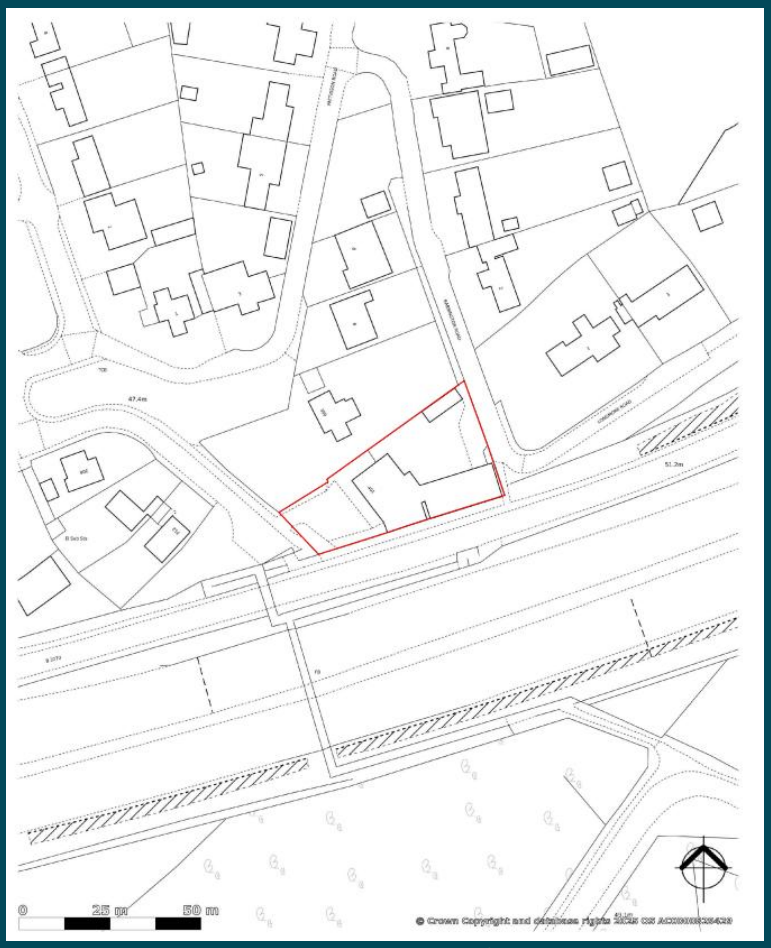

Figure 1: Site Location Plan

1.3 Purpose of this Document

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

This document is revised version of the document submitted previously on 8th December 2025.

Highways comments were received on 28th January 2026. This document aims to respond to this. The comments left have been provided in Table 1 below, and the response to each comment.

Highways Comments	
Please can you confirm how long the community centre has been at the site? The planning history suggests the lawful use is a school, with no permission for the change of use to a community centre. The two are different use classes and there should have been an application to confirm this, but its not available on the website. Therefore, we need to understand when the community centre actually existed - the transport considerations will assess school to community centre uses rather than considering the existing situation.	It is accepted that the last legal use was as a school, which has been used for comparison here.
We need floorplans for the existing community centre to confirm the floorspace at the property. This will confirm the parking requirements for the overall site, not just the proposed temple.	These have been provided in Appendix B.
The traffic information requires an assessment of traffic at peak periods.	This has been provided in Section 5.
The Council would like a parking demand assessment that compares the existing situation to the proposed situation with the inclusion of the temple, and justification as to why 5 spaces are appropriate.	This is believed to be unnecessary, as it is understood that visitors to the site are likely to travel via the minibus and public transport. However, guidance is welcomed as to whether this would be necessary for highways to support the application.
If insufficient the Council require a Parking Management Strategy, Travel Plan and/or use of unallocated on-site parking.	The applicants are happy to prepare a Parking Management Strategy and/or Travel Plan if deemed necessary.

Table 1: Highways Comments

2 The Proposal

2.1 Overview

The proposed development of a Temple / Museum / Education Centre for the Gurkha community and Gurung religion. The community centre and outbuildings currently on site will remain, and a new temple will be constructed in the northeast corner of the site.

It is understood that the current lawful use of the site is as a school, although it has operated as a community centre since 2025. The proposed use is a combination of F2(b) and F1(f) – Public worship or religious instruction (or in connection with such use).

The Site Plan is provided in Figure 2. As shown, the proposal is for the site to consist of the following:

- Internal changes to accommodate the proposed use, but no structural works or changes;
- The new temple;
- Six parking spaces, comprising one bus space, four long-stay car parking spaces and one short-stay parking space;

- The playground/outdoor area as maintained.

There are no proposed changes to the footprint. The total Gross Internal Area (GIA) of the site is 285sqm.

2.2 Operation

The site will not be open at specific hours, but instead used as and when by the local community. It will be booked by members of the community for ceremonies, meetings, or any other reason and ran by volunteers when operating. No employees will be associated with the site and it will instead be ran by volunteers.

There are no fixed opening hours and instead, small-scale community activities throughout the year. There is expected to be very low occupancy outside of summer months, and no weekday peak-hour events. The largest events will have up to 150 attendees, however the majority will have less than 50.

2.3 Parking and Access

It is proposed that access to and from the site be primarily facilitated via public transport, given the sustainable location of the venue and its proximity (approximately 2 miles) to the park-and-ride car park.

For those unable to access the site via public transport, a minibus will be provided and operated by the organisation managing the facility. The minibus will function on an on-call basis, available only on function days, rather than through a pre-booking system. It is anticipated that the vehicle will provide a shuttle service approximately every 25–30 minutes between the venue and the park-and-ride site.

There will be up to three minibuses in use, each with 22 seats, giving a total capacity of 66 passengers per shuttle cycle. As the shuttle will have a frequency of every 25-30 minutes, this means the service is capable of moving up to 198 passengers every hour. Given the maximum capacity on site is 150, this is more than sufficient to enable the movement of the maximum number of site attendees when necessary. The route will collect attendees from nearby public transport nodes.

The feasibility of operating this service with a single vehicle is currently being reviewed. The minibus service will primarily support event attendees and volunteers, ensuring convenient and sustainable access to the venue.

On-site parking will be limited and must be pre-arranged with the venue in advance to prevent excess vehicle numbers. It will be reiterated to all guests that on-street parking is not allowed, and this will be reiterated with clear signage and communication prior to the event.

Photographs of the minibus are provided in Appendix A.

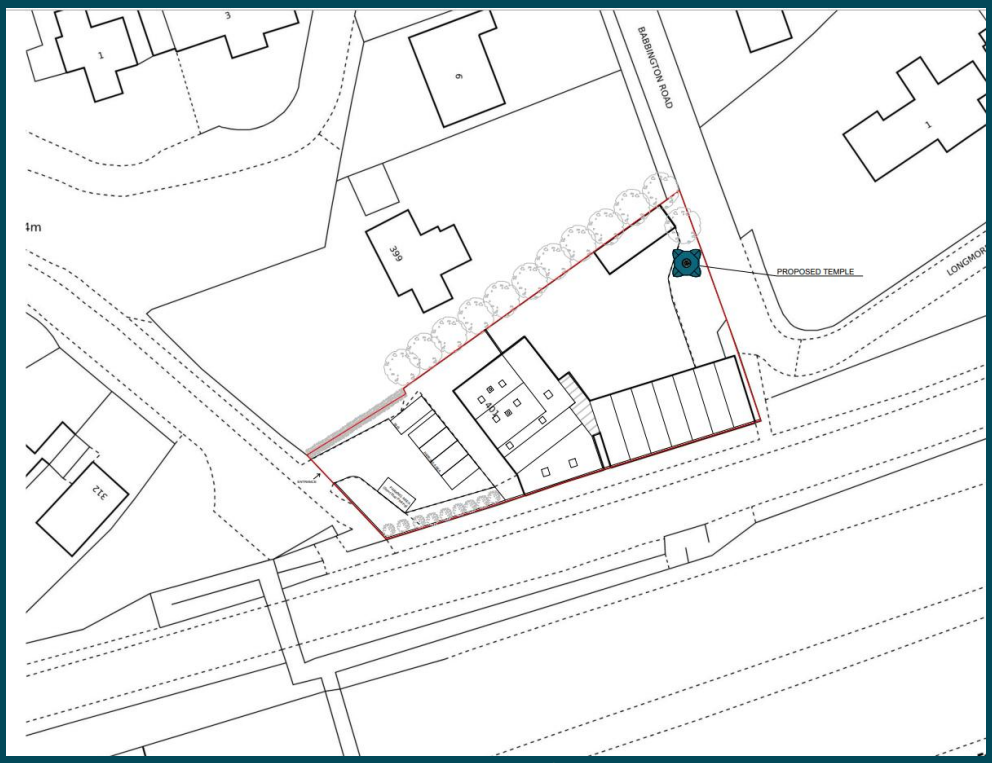

Figure 2: Site Plan

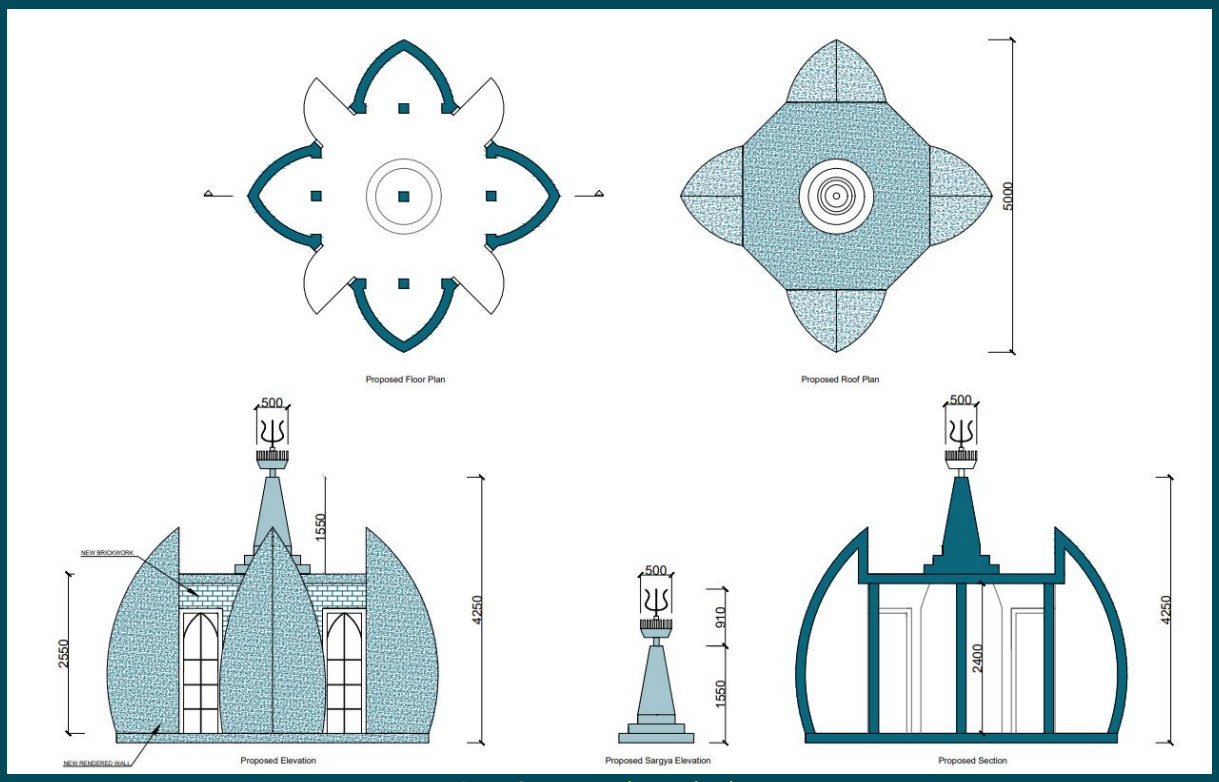

Figure 3: Proposed Temple Plans

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 Local Plan (2010)

Policy CP6 relates to Managing Travel Demand. The policy 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 Managing Development Delivery (2014)

Policy CC07 relates to Parking and states:

1. *Planning permission will only be granted where the proposal demonstrates the following:*
   a) *How the proposed parking provision meets the standards set out in Appendix 2 of the MDD*
   b) *That the new scheme retains an appropriate overall level of off-street parking.*

Due to the mixed F1/F2 nature and event-based operation, the standard CC07 tables do not directly apply. Therefore, five spaces are justified when considered alongside the controlled parking system, minibus provision, and event profile (Appendix C).

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 Sustainable 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.

4.2 Public Transport

This section provides an overview of the public transport services in close proximity to the site. Figure 4 shows the location of the nearest bus stops and train station to the site.

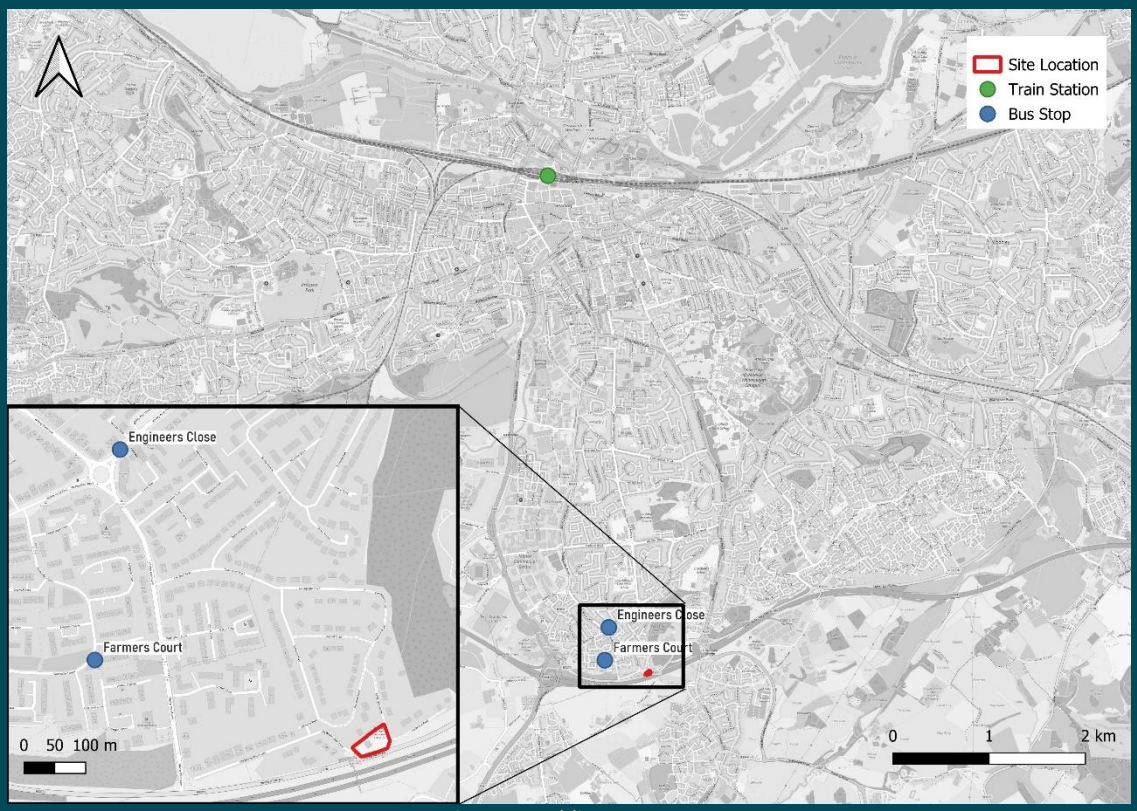

Figure 4: Public Transport

Bus

The closest bus stop is on Farmers Close, an approximate 5m walk from the site. There are further stops on Whitley Wood Road, opposite Engineers Court.

Table 2 sums up the bus services available from the bus stops in close proximity to the site.

Bus Service	Stop	Destinations	Frequencies
6 / 6 Emerald	Farmers Close	Whitley Wood – Whitley – Reading	Every 12 minutes
Buzz 9 / 9A / 9B	Engineers Court	Reading Station to Green Park Station via Royal Berkshire Hospital and Whitley Wood	Every 60 minutes

Table 2: Bus Services

Train

Whilst there are no train stations within walking distance, Reading Train Station can be reached within a 30-minute public transport journey from the site, via the bus services outlined above. It can be reached via 20-minute cycling journey.

Table 3 outlines a number of locations that can be reached directly from Reading.

Location	Journey Time	Peak Frequency
London Paddington	22 minutes	6 per hour
London Waterloo	60 minutes	2 per hour
Oxford	23 minutes	4 per hour
Didcot Parkway	15 minutes	6 per hour
Basingstoke	20 minutes	2 per hour

Table 3: Train Services

5 Highway Network Impact

5.1 Introduction

This section will outline the likely trip generation compared to the fallback position of the site remaining as a community centre.

5.2 Fallback Position

The last legal use of the site was a school. According to the School Information Government website, the school operated as an Independent School until 2023, with a capacity of 60 pupils.

Whilst there is previous planning history associated with the school use, there is no previous evidence of a transport assessment outlining the parking demand on site.

The Wokingham Parking Standards suggest that for a Primary School, 1 parking space should be allocated per member of staff.

5.3 Proposed Site

The proposed use of the site is as a mix of a community centre and place of worship. The maximum capacity of the site is 150 people, however most events have less than 50 people on site. Unlike a school, which has fixed hours, with the AM peak coinciding with the general traffic peak, the site will be in use outside of peak hours. Events will occur at weekends or at the evenings, outside of typical peak traffic hours (i.e. 07:00 – 10:00 am and 15:00 – 18:00 weekdays).

Therefore, it is anticipated that traffic generated by the use at peak times will be very low. There may be one or two visitors to the site to set up for evening events or attending the site to clean etc. but visitor traffic will not occur during peak times.

A parking demand assessment has been prepared by the applicant which has been provided in Appendix C. A parking management strategy has been prepared and is contained in Appendix D. A Travel Plan is provided in Appendix E, and further response to highways comments provided in Appendix F.

5.4 Parking Justification

Five parking spaces is clearly justified as these will only be available to those who pre-arrange use of them in advance. The minibuses will accommodate the majority of attendees, with the rest arriving via public transport or walking/cycling. The parking demand is controlled, and visitors to the site will be told not to park on nearby streets.

6 Summary and Conclusion

6.1 Summary

This Transport Statement has been prepared by Planning by Design on behalf of Vijay Gurung in support of a Full Planning Application for the Erection of Temple, including museum and education provisions at 401 Old Whitley Wood Lane, Reading.
To summarise:

- The proposal seeks to retain the existing community centre, with internal adaptations, and construct a new temple within the site's car park.
- Six parking spaces will be provided, including one for the bus, four long-stay, and one short-stay spaces.
- Access will be managed primarily through use of the dedicated community-operated minibus service, reducing reliance on private vehicles and mitigating on-street parking impacts.
- The site is sustainably located, with access to local public transport services and amenities within reasonable walking distance.
- Highway safety records show no collision clusters in the vicinity of the site within the last five years.
- The proposal introduces greater control of trip generation compared with the existing community centre use, through managed parking and minibus provision.
- The development is therefore considered to have no severe impact on the local highway network and is fully in accordance with national and local transport planning policy.

The former school use generated concentrated vehicle movements during weekday AM and PM peak periods associated with pupil drop-off and pick-up activity. These movements coincided with periods of highest background traffic demand on the local highway network. In contrast, the proposed use would primarily operate during evenings and weekends, with only occasional daytime activity. As a

result, the proposal is unlikely to generate significant traffic during peak network periods and is therefore considered less intensive from a highway capacity perspective.

6.2 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.

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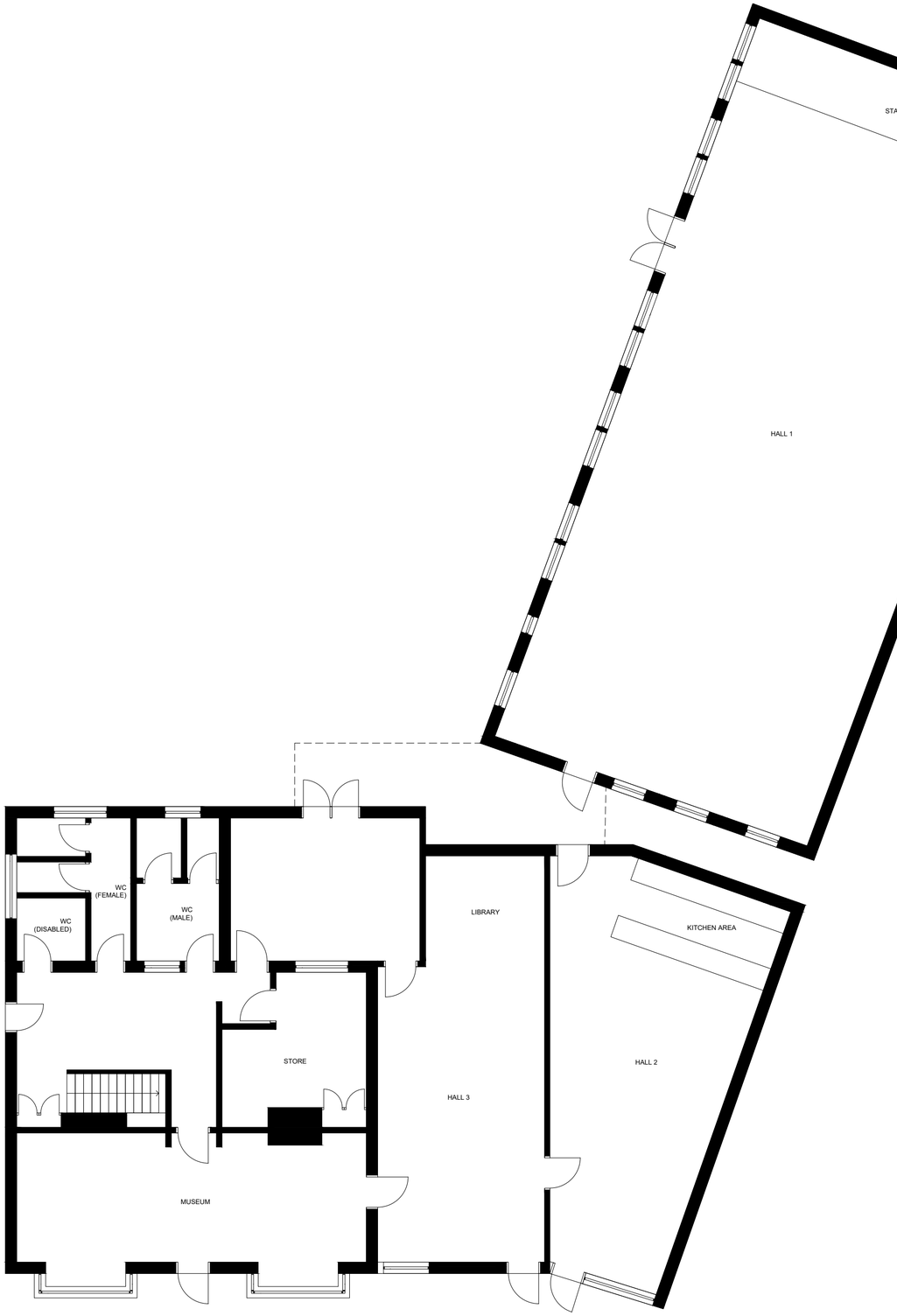
Appendix A – Minibus Photographs

22-seat Mini-Bus from Plumsted, London.

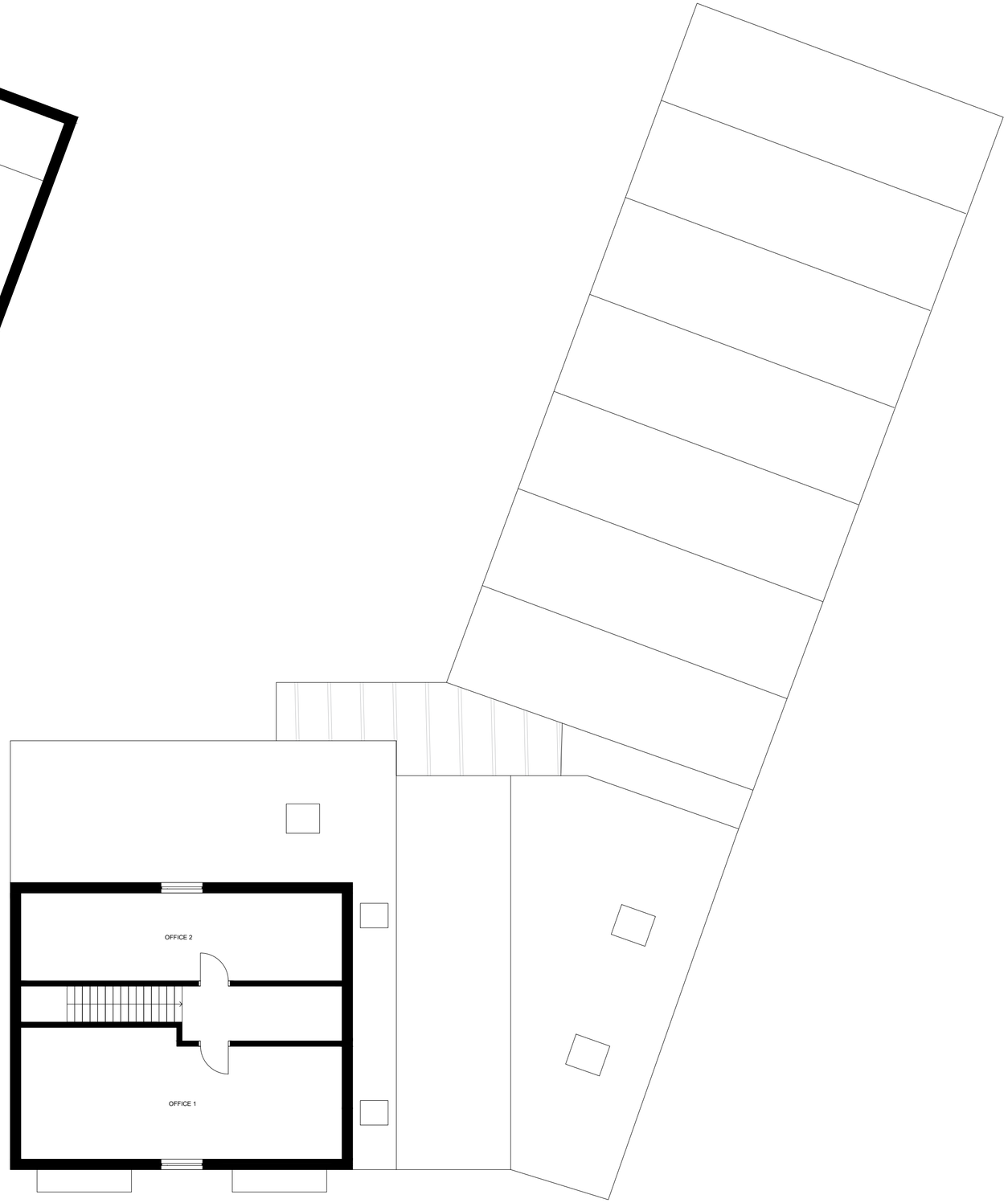
After dropping off passengers, the minibus exited the site.

One or two minibuses for community gatherings. Rest nearby, people use local transportation or walk.

Appendix B – Proposed Floor Plans



Proposed Ground Floor Plan



Proposed First Floor Plan

Any dimensions shown should be checked on site and discrepancies reported to the Architect prior to construction.
Designs are not coordinated with engineer projects.
Do not scale for construction purposes.

Drawing Name: Proposed Plans

Project Adress: 401 Old Whitley Wood Ln, Reading RG2 8QA

Drawing No.: 401OldWhitley_ ProposedPlans_V10

Scale: 1/100 at A2

Drawing No.: 06

Designer: BB

Revision: V10

Date: 23.06.2026

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Appendix C – Parking Demand Assessment

APPENDIX C – PARKING DEMAND ASSESSMENT

401 Old Whitley Wood Lane, Reading RG2 8QA
Prepared on behalf of **Tamu Pye Lhu Sangh (TPLSUK)**
Supporting Full Planning Application (D1 → F1/F2)

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1. Introduction

This Parking Demand Assessment (PDA) supports the full planning application for the change of use of the former D1 school to a mixed **F1 (place of worship/education)** and **F2 (community use)** at 401 Old Whitley Wood Lane.

The purpose of this assessment is to:

- Quantify existing and proposed parking demand
- Demonstrate that the proposed **five on-site car spaces** are sufficient
- Show how the minibus system mitigates private car use
- Confirm that no overspill parking will occur on surrounding streets
- Respond directly to Wokingham Highways' request for a parking demand comparison

This PDA should be read alongside:

- **Appendix D – Parking Management Strategy (PMS)**
- **Appendix E – Travel Plan (TP)**
- **Appendix F – Highways Response Note**

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2. Existing Parking Demand (Baseline)

2.1 Existing Use

The site currently operates as a **community centre** with:

- Small, irregular gatherings
- Volunteer-led activities
- No weekday peak-hour use
- Very low parking demand

2.2 Observed Parking Characteristics

Based on operational evidence:

- Typical attendance: **10–25 people**
- Typical car arrivals: **2–4 vehicles**
- No overspill parking observed
- No complaints from residents
- No obstruction of driveways or junctions

The existing baseline demand is therefore **very low**.

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3. Proposed Use and Event Profile

3.1 Proposed Use

The proposed F1/F2 use includes:

- A small temple
- Museum/education space
- Community use

3.2 Event Frequency

You have confirmed:

- **16–18 large events per year**
- Mostly between **May–August**
- Attendance: **50–150 people**
- Very low activity outside summer
- No weekday peak-hour events

This is a **low-intensity annual profile**.

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4. Parking Demand Modelling

Parking demand has been modelled for:

- **Typical daily use**

- **Large events (50–150 attendees)**
- **Worst-case scenarios**

4.1 Typical Daily Use

Typical attendance: **10–25 people**

Assumed modal split (based on observed behaviour):

- 60% walk/bus
- 20% minibus
- 20% car (elderly/disabled/volunteers)

Estimated car arrivals

[25 x 0.20 = 5 people approx. 2–3 cars]

Conclusion:
The existing **5 on-site spaces** comfortably accommodate typical daily use.

4.2 Large Events (50–150 attendees)

4.2.1 Minibus Capacity

- **3 minibuses**
- **22 seats each**
- **66 seats per shuttle cycle**
- **25–30 minute cycle time**

Hourly capacity

[66 x 2 = 132 passengers/hour (30-min cycle)]
[66 x 3 = 198 passengers/hour (20-min cycle)]

This is more than sufficient to transport **all attendees** for a 150-person event.

4.2.2 Expected Modal Split for Large Events

Based on community behaviour and minibus provision:

- **70–80%** minibus
- **10–20%** walk/bus
- **10–15%** car (elderly/disabled/volunteers only)

Worst-case car arrivals (150 attendees)

Assume **15%** arrive by car:

[150 x 0.15 = 22.5 people]

Assume **2.5 people per car** (family groups):

[22.5 / 2.5 = 9 cars]

But only pre-booked users may park on site

The Parking Management Strategy restricts on-site parking to:

- Elderly
- Disabled
- Essential volunteers

Maximum permitted: 5 cars

All other attendees must use:

- Minibus
- Walking
- Bus

Conclusion:
Even in a worst-case scenario, the **5 on-site spaces** are sufficient because parking is **controlled and pre-allocated**.

4.3 Overspill Parking Assessment

Overspill risk is eliminated through:

- Pre-booking system
- No on-street parking policy
- Stewarded arrivals
- Minibus shuttle
- Pre-event communication

- Volunteers managing access

Given:

- Low annual event frequency
- No weekday peak-hour activity
- High minibus capacity
- Controlled parking

Overspill parking is not expected to occur.

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5. Compliance with Policy CC07 (Parking)

Policy CC07 requires:

1. **Appropriate parking provision**
2. **Retention of adequate off-street parking**

The proposal complies because:

- Parking demand is **quantified and controlled**
- The minibus system provides **high-capacity sustainable transport**
- The 5 spaces meet the needs of **priority users**
- No overspill parking will occur
- The site remains accessible without reliance on private cars

---

6. Conclusion

This Parking Demand Assessment demonstrates that:

- Existing parking demand is low
- Proposed parking demand is manageable
- The minibus system provides substantial capacity
- The 5 on-site spaces are sufficient for the operational model
- No overspill parking will occur
- The proposal complies with **Policy CC07**
- The development is acceptable in parking and highways terms

Therefore, the proposed parking provision is appropriate and justified.

Appendix D – Parking Management Strategy

APPENDIX D – PARKING MANAGEMENT STRATEGY (PMS)

401 Old Whitley Wood Lane, Reading RG2 8QA
Prepared on behalf of **Tamu Pye Lhu Sangh (TPLSUK)**
Supporting Full Planning Application (D1 → F1/F2)

---

1. Purpose of This Strategy

This Parking Management Strategy (PMS) sets out how parking demand at **401 Old Whitley Wood Lane** will be controlled, managed, and monitored to ensure:

- No overspill parking occurs on surrounding residential streets
- On-site parking is used only by priority users
- The minibus shuttle is the primary mode of access for large events
- Safe and orderly access is maintained at all times
- The development complies with **Policy CC07** and Highways requirements

This PMS forms part of the transport evidence base for the full planning application and should be read alongside:

- **Appendix C – Parking Demand Assessment**
- **Appendix E – Travel Plan**
- **Appendix F – Highways Response Note**

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2. On-Site Parking Provision

The site provides **six parking spaces**, comprising:

- **2 minibus parking space**
- **4 long-stay car spaces**
- **1 short-stay/accessible space**

No additional parking is proposed.

Parking is located within the existing hard standing area and does not require alterations to the site access.

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3. Parking Allocation Principles

Parking on site is **strictly controlled** and allocated according to the following hierarchy:

Priority 1 – Disabled Users

- Blue Badge holders
- Mobility-impaired attendees
- Elderly attendees requiring close access

Priority 2 – Essential Volunteers

- Event stewards
- Keyholders
- Catering/ceremonial volunteers
- First-aid volunteers

Priority 3 – Exceptional Circumstances

- Individuals with medical needs
- Parents with infants (case-by-case)

Not Permitted

- General attendees
- Visitors without pre-booking
- Unauthorised vehicles
- On-street parking by attendees

This ensures the limited on-site spaces are used only by those who genuinely need them.

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4. Pre-Booking System

A **mandatory pre-booking system** will operate for all car parking.

4.1 Booking Process

- Attendees must request a parking space **in advance**
- Requests are reviewed by the volunteer management team
- Spaces are allocated according to the priority hierarchy

- Confirmation is issued electronically by mobile messages
- Unauthorised vehicles will not be admitted

4.2 No Booking = No Parking

Clear communication will state:

“No on-site parking without prior booking. No on-street parking permitted.”

This prevents unmanaged demand.

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5. Minibus Shuttle System

The minibus system is the **primary mode of transport** for large events.

5.1 Fleet Capacity (max.)

- Up to **3 minibuses**
- **22 seats each**
- **66 seats per shuttle cycle**
- **132–198 passengers per hour**

5.2 Operation

- Operates only on event days (earliest 10:30 AM)
- Runs between the site and designated pick-up points
- Frequency: **every 25–30 minutes**
- Managed by volunteer drivers

5.3 Communication

Event invitations will clearly state:

“Please use the community minibus. On-site parking is for priority users only.”

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6. Event-Day Parking Management

For large events (50–150 attendees), the following measures apply:

6.1 Volunteer Stewards

- Positioned at the site entrance
- Check pre-booked parking list
- Direct minibuses to the designated bay
- Prevent unauthorised vehicles from entering
- Ensure no on-street parking occurs

6.2 Arrival Management

- Staggered arrival times
- Minibus drop-off priority
- Clear signage directing vehicles

6.3 Departure Management

- Minibus pick-up coordinated
- Volunteers manage safe exit
- No queuing permitted on Old Whitley Wood Lane

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7. No On-Street Parking Policy

TPLSUK will enforce a strict **No On-Street Parking Policy**, communicated through:

- Event invitations
- Website and social media
- On-site signage
- Steward briefings

Attendees will be instructed **not to park** on:

- Old Whitley Wood Lane
- Farmers Close
- Engineers Court
- Surrounding residential streets

This protects residential amenity and ensures compliance with Highways requirements.

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8. Deliveries and Servicing

Deliveries are:

- Infrequent
- Small-scale
- Scheduled outside event times
- Managed by volunteers

Delivery vehicles will use the on-site turning area and will not obstruct the highway.

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9. Monitoring and Review

TPLSUK will monitor parking demand and management effectiveness through:

- Event logs
- Parking booking records
- Steward feedback
- Community feedback

If required, adjustments will be made to:

- Minibus frequency
- Parking allocation
- Stewarding arrangements

This ensures continuous improvement and compliance.

---

10. Conclusion

This Parking Management Strategy demonstrates that:

- Parking demand is fully controlled
- On-site parking is reserved for priority users
- The minibus system provides high-capacity sustainable access
- No overspill parking will occur
- Event-day management ensures safe and orderly operation
- The development complies with **Policy CC07** and NPPF 115–116

The proposed parking arrangements are therefore **appropriate, justified, and acceptable** in highways and transport terms.

Appendix E – Travel Plan

APPENDIX E – TRAVEL PLAN (TP)

401 Old Whitley Wood Lane, Reading RG2 8QA
Prepared on behalf of **Tamu Pye Lhu Sangh (TPLSUK)**
Supporting Full Planning Application (D1 → F1/F2)

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1. Introduction

This Travel Plan (TP) supports the full planning application for the change of use of the former D1 school at **401 Old Whitley Wood Lane** to a mixed **F1 (place of worship/education)** and **F2 (community use)**.

The purpose of this Travel Plan is to:

- Promote sustainable travel to and from the site
- Reduce reliance on private car use
- Support the minibus-based access strategy
- Ensure safe, efficient, and low-impact travel behaviour
- Demonstrate compliance with national and local transport policy

This Travel Plan should be read alongside:

- **Appendix C – Parking Demand Assessment**
- **Appendix D – Parking Management Strategy**
- **Appendix F – Highways Response Note**

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2. Site Context and Accessibility

2.1 Location

The site is located at the end of Old Whitley Wood Lane, within a residential area of Whitley Wood, approximately 4 km south of Reading town centre.

2.2 Walking Access

The site is accessible via:

- Continuous footways along Old Whitley Wood Lane

- Residential streets with low traffic speeds
- A 5–10 minute walking catchment covering much of Whitley Wood

Walking is a realistic mode for many local attendees.

2.3 Cycling Access

Cycling is feasible due to:

- Quiet residential roads
- A 20-minute cycle to Reading town centre
- Local cycle routes connecting to Whitley and Green Park

Cycle parking will be provided on site for volunteers and attendees.

2.4 Public Transport

The nearest bus stops are:

- **Farmers Close** – 5-minute walk
- **Engineers Court** – 6-minute walk

Services include:

- **Route 6 / 6 Emerald** – every 12 minutes
- **Buzz 9 / 9A / 9B** – hourly

Reading Station is reachable within 30 minutes via bus.

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3. Travel Characteristics of the Proposed Use

3.1 Operational Profile

The site will operate:

- On a volunteer-run, booking-based model
- With small daily attendance
- With **16–18 large events per year** (50–150 attendees)
- Mostly between **May–August**
- With very low activity outside summer
- With **no weekday peak-hour events**

This results in **low annualised travel demand**.

3.2 Key Travel Behaviours

- Most attendees walk, use the bus, or use the minibus
- Private car use is limited to priority users
- Volunteers manage arrivals and departures
- Events are pre-booked and controlled

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4. Minibus Shuttle Strategy (Primary Sustainable Mode)

The minibus system is the core sustainable transport measure.

4.1 Fleet and Capacity

- Up to **3 minibuses**
- **22 seats each**
- **66 seats per shuttle cycle**
- **132–198 passengers per hour**

This is sufficient to serve all large events.

4.2 Operation

- Operates only on event days
- Runs between the site and designated pick-up points
- Frequency: **every 25–30 minutes**
- Managed by volunteer drivers

4.3 Communication

Event invitations will clearly state:

“Please use the community minibus. On-site parking is for priority users only.”

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5. Sustainable Travel Measures

TPLSUK will implement the following measures to encourage sustainable travel:

5.1 Walking

- Promote walking routes in event communications
- Provide clear way-finding signage
- Ensure safe pedestrian access at the site entrance

5.2 Cycling

- Provide secure cycle parking
- Promote local cycle routes
- Encourage volunteers to cycle where possible

5.3 Bus Travel

- Include bus timetables in event invitations
- Provide maps showing the nearest bus stops
- Encourage bus use for smaller events

5.4 Minibus Use

- Promote minibus as the default mode for large events
- Provide clear pick-up/drop-off information
- Ensure reliable, frequent shuttle operation

5.5 Car-Sharing

- Encourage family groups to travel together
- Promote car-sharing among volunteers
- Reduce single-occupancy car trips

5.6 Controlled Car Use

- On-site parking limited to **5 pre-booked spaces**
- Priority for disabled, elderly, and essential volunteers
- No on-street parking permitted

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6. Event-Day Travel Management

For large events (50–150 attendees):

6.1 Stewarding

- Volunteers manage arrivals and departures
- Only pre-booked vehicles are admitted
- Minibus priority at the entrance

6.2 Staggered Arrivals

- Minibus cycles naturally stagger arrivals
- Reduces peak demand at the access point

6.3 No On-Street Parking

- Communicated in advance
- Enforced by stewards
- Protects residential amenity

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7. Travel Plan Management

7.1 Travel Plan Coordinator (TPC)

TPLSUK will appoint a **Travel Plan Coordinator**, responsible for:

- Managing the minibus system
- Overseeing parking bookings
- Communicating sustainable travel options
- Monitoring travel behaviour

7.2 Monitoring

TPLSUK will maintain:

- Event attendance logs
- Minibus usage records

- Parking booking records
- Steward feedback
- Community feedback

7.3 Review

The Travel Plan will be reviewed:

- Annually
- After the first full year of operation
- Following any significant operational changes

Adjustments will be made as required.

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8. Compliance with Policy

This Travel Plan supports compliance with:

NPPF 115–116

- Prioritises sustainable transport
- Ensures safe and suitable access
- Mitigates transport impacts
- Avoids severe residual impacts

Core Strategy CP6

- Minimises car dependency
- Enhances sustainable travel options
- Protects highway safety

MDD Policy CC07

- Ensures appropriate parking provision
- Prevents overspill parking

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9. Conclusion

This Travel Plan demonstrates that:

- Sustainable travel is prioritised
- The minibus system provides high-capacity, low-impact access
- Walking, cycling, and bus travel are encouraged
- Private car use is controlled and minimised
- No overspill parking will occur
- Event-day travel is safely and effectively managed
- The development is acceptable in transport and highways terms

The proposed F1/F2 use at 401 Old Whitley Wood Lane is therefore fully compliant with national and local transport policy.

Appendix F – Highways Response Note

APPENDIX F – HIGHWAYS RESPONSE NOTE

401 Old Whitley Wood Lane, Reading RG2 8QA
Prepared on behalf of **Tamu Pye Lhu Sangh (TPLSUK)**
Supporting Full Planning Application (D1 → F1/F2)

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1. Purpose of This Note

This Highways Response Note provides a **clear, structured response** to the comments issued by Wokingham Borough Council Highways on **28 January 2026** regarding the proposed development at **401 Old Whitley Wood Lane**.

It demonstrates how the revised Transport Statement and supporting appendices fully address each point raised and confirms that the development is acceptable in transport and highways terms.

This note should be read alongside:

- **Revised Transport Statement (Main Document)**
- **Appendix C – Parking Demand Assessment**
- **Appendix D – Parking Management Strategy**
- **Appendix E – Travel Plan**

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2. Highways Comments and Responses

Each Highways comment is reproduced below (in summary form), followed by the applicant's formal response.

2.1 Comment 1 – Clarification of Existing Use

Highways Comment:
The planning history suggests the lawful use is a school. Clarification is required on how long the community centre has been operating, as the transport assessment must compare school use to community centre use.

Applicant Response:
The revised Transport Statement now clearly states:

- The **existing use** on site is a **community centre**, which forms the **baseline** for the full planning application.
- The former school use is acknowledged only as **historic context**, not as the primary baseline.
- The assessment compares **existing community centre activity** with the **proposed F1/F2 use**, in line with full planning application requirements.

This fully addresses the request for clarification.

2.2 Comment 2 – Floorplans Required to Confirm Floorspace

Highways Comment:
Floorplans are required to confirm the existing floorspace and determine parking requirements.

Applicant Response:
Floor plans have been provided in **Appendix B** of the Transport Statement. These confirm:

- Existing GIA: **285 m²**
- Proposed temple GIA: **<10 m²**
- No change to the main building footprint

Parking requirements are now assessed based on:

- Actual operational characteristics
- Event frequency
- Minibus capacity
- Controlled parking strategy

This satisfies the Highways' request.

2.3 Comment 3 – Traffic Assessment Required at Peak Periods

Highways Comment:
Traffic information must include assessment of peak periods.

Applicant Response:
The revised Transport Statement now confirms:

- **No weekday peak-hour events** occur at the site
- Typical daily use is low-intensity and volunteer-led
- Large events (50–150 attendees) occur **only on weekends or evenings**
- Therefore, the development generates **no measurable AM or PM peak-hour traffic**

This directly addresses the Highways requirement and demonstrates **no peak-period impact**.

2.4 Comment 4 – Parking Demand Assessment Required

Highways Comment:
A parking demand assessment comparing existing and proposed situations is required, with justification for the proposed 5 spaces.

Applicant Response:
A full **Parking Demand Assessment (Appendix C)** has now been submitted. It includes:

- Quantified existing parking demand
- Event-based parking modelling
- Minibus capacity calculations
- Worst-case scenario analysis
- Justification for 5 on-site spaces
- Overspill prevention measures

Key findings:

- Typical daily demand = **2–3 cars**
- Large event demand is controlled through **pre-booking**
- Minibus system moves **132–198 passengers per hour**
- Overspill parking is **not expected**

This fully satisfies the Highways requirement.

2.5 Comment 5 – Parking Management Strategy and Travel Plan May Be Required

Highways Comment:
If parking is insufficient, a Parking Management Strategy and/or Travel Plan is required.

Applicant Response:
Both documents have now been provided:

Parking Management Strategy (Appendix D)

Includes:

- Pre-booking system
- Priority allocation (disabled, elderly, volunteers)
- No on-street parking policy
- Stewarded event management
- Minibus-first access strategy

Travel Plan (Appendix E)

Includes:

- Walking, cycling, and bus promotion
- Minibus shuttle as primary mode
- Car-sharing encouragement
- Monitoring and review
- Appointment of a Travel Plan Coordinator

These documents provide a **robust, enforceable framework** for managing travel demand and ensuring sustainable access.

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3. Additional Clarifications Provided

In addition to responding to the specific comments, the revised transport package provides:

3.1 Quantified Event Profile

- 16–18 large events per year
- 50–150 attendees
- Seasonal concentration (May–August)
- Very low activity outside summer

3.2 Minibus Capacity

- Up to **3 minibuses**
- **22 seats each**
- **66 seats per cycle**
- **132–198 passengers per hour**

3.3 Controlled Parking

- Only **5 pre-booked spaces**
- No general attendee parking
- No on-street parking permitted

3.4 Highway Safety

- No collision clusters
- No changes to access
- No peak-hour traffic

These clarifications strengthen the highways case and demonstrate full compliance with NPPF 115–116.

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4. Conclusion

This Highways Response Note confirms that:

- All Highways comments dated **28 January 2026** have been fully addressed
- The revised Transport Statement provides a complete and robust assessment
- Parking demand is controlled, justified, and manageable
- The minibus system provides high-capacity sustainable access
- No overspill parking will occur
- No peak-hour traffic will be generated
- The proposal complies with NPPF, CP6, and CC07
- The development is acceptable in transport and highways terms

On this basis, the applicant respectfully requests that Wokingham Borough Council Highways support the application.