

Appendix 1

Agreed Scoping Document and response



Hampshire
County Council



Hampshire
Services

Scoping Report

Proposed Expansion of Moorlands Primary School, Reading (2 to 3 Form Entry)

On behalf of **Reading Borough Council**

December 2017

Strategic Transport
Hampshire County Council
The Castle
Winchester SO23 8UD

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hants.gov.uk/sharedexpertise

1. Background

1.1. Overview

1.1.1. This Scoping Document has been prepared by Hampshire Services to assist early discussions with Reading Borough Council's (RBC) Development Planning in agreeing the appropriate scope and methodology for a transport statement to support the proposed expansion of Moorlands Primary School, Reading, herein referred to as the School.

1.1.2. Once approved, Hampshire Services will progress to complete the final transport statement to accompany a formal planning application.

1.2. Location

1.2.1. The School is located in Reading, c.4km west of the town centre and sits within the planning authority area of Reading Borough Council.

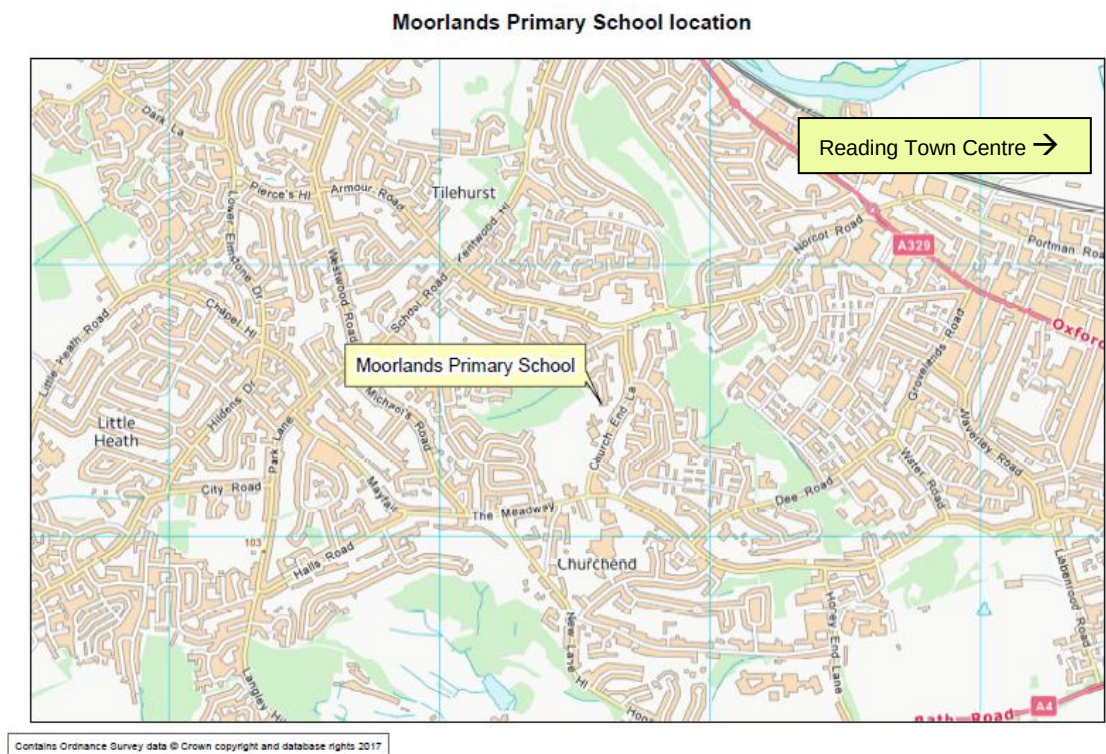


Figure 1: Location of the School in context

1.2.2. The School is located on Church End Lane in a residential area with a good network of footways. It is north of Meadway and south of Norcot Road; both local distributor roads with primary bus routes, 30mph speed limits and street lighting. The area of Church End Lane surrounding the main pedestrian and vehicular entrance to the School is subject to a 20mph zone.

1.3. Why is the school expanding?

- 1.3.1. The School needs to expand in order for it to accommodate the anticipated pupil numbers arising from new residential developments in Reading identified in the Reading Housing and Economic Land Availability Assessment (May 2017) – see appendix 1 (residents letter) for more information.

1.4. How is the school expanding?

- 1.4.1. Increased staffing numbers will be required for the expanded school. These will be confirmed in the full transport statement.
- 1.4.2. At present, the School, which takes pupils from aged 7-11, has 461 children on roll. A standard 2 form entry school would have capacity for 420 however; two bulge years were accepted in 2012 and 2013, adding an additional 41 to the current total pupil number.
- 1.4.3. It is proposed that the School would expand from 420 to 630 permanent pupils (1 form entry; 210 additional permanent spaces, 30 children per year group) with progressive entry from 2019. It is expected that the full 630 spaces would be available by 2025 year.
- 1.4.4. New pupils will come from up to a 2 mile walking radius of the School. Figure 1 shows the sites within the Reading Housing and Economic Land Availability Assessment which are located within a 2 mile walking radius of the School.

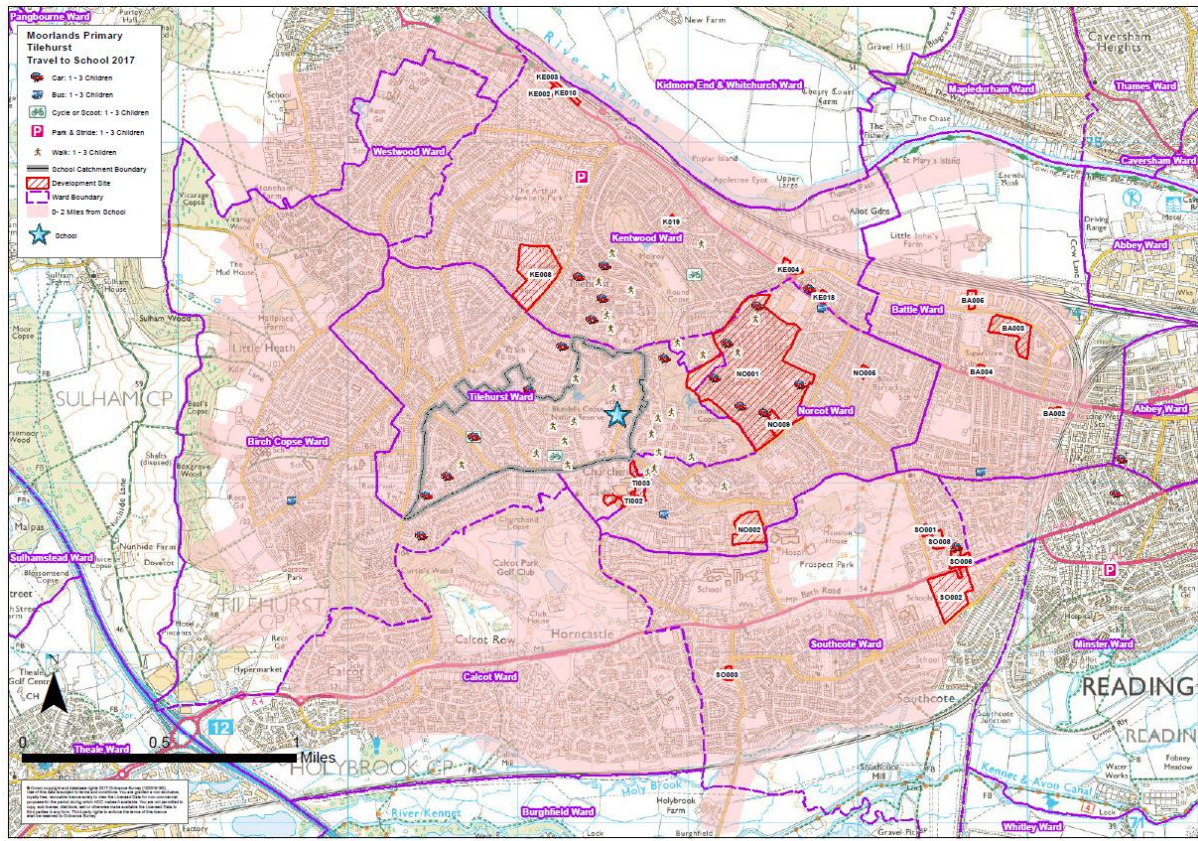


Figure 1: Locally allocated residential developments

- 1.4.5. Based on information shared with us by RBC, it is expected that these housing developments will generate c. 20 pupils of school age per year who are expected to attend the School. As this figure is still an estimate, within the trip generation calculations, it will be factored up to 30 to provide a robust assessment and match the number of available pupil spaces per year in the expanded School.
- 1.4.6. There is also a nursery school provision on site; this will not be expanding as part of this proposal. The nursery currently has 50 daily spaces divided between an AM and PM session (25 spaces in each) for children aged 3-5 years old. Parents are not permitted to drop off or pick up on the School site.
- 1.4.7. There is no current approved Neighbourhood Plan for Reading.
- 1.4.8. We would welcome the Development Planning Team's input as to whether there are any other committed development sites in the local area that should also be referenced.

1.5. Proposals

1.5.1. The development proposals include:

Accommodation:

- 10 no. new classrooms
- Additional group working spaces
- Additional staff accommodation and refurbishment of existing areas
- Additional ancillary accommodation to suit the increased pupil and staff numbers
- The Accommodation comprises of a stand-alone 2-storey KS-2 teaching block, single storey KS-1 teaching block, entrance extension and foundation classroom extension.

Modular units:

- Demolish 1no. temporary single classroom unit
- Retain and refurbish 1no. double modular unit for relocated Nursery provision
- Retain 1no. double modular unit for SEN provision

External works:

- Extension to KS-2 playground
- Enhance Early Years external spaces
- Reconfiguration and extension of existing car park and entrance forecourt
- Provision of additional car parking spaces off-site

1.6. Parking

- 1.6.1. Approximately 16 parking spaces are currently provided on the school site, one of which is accessible. Only the accessible bay and 4 other bays are lined. Additional vehicles are parked in tandem on a grass area behind this car park. During a site visit on 15.11.17, 22 vehicles were parked in total. These spaces are for staff and visitors only; pupil drop off and pick up is not permitted on site.
- 1.6.2. The TS will seek to provide staff parking with consideration given to RBC's Parking SPD (2011) based on the net increase in staff numbers. Pupil drop off is currently not permitted on site and it is not proposed that this situation should be changed. However, consideration is being given to expanding the car park for the nearby recreation ground for staff parking opportunities. It is currently proposed to provide 46 car parking spaces between the School site and the recreation ground car park - this is an overprovision in comparison to the RBC standard and is proposed to help remedy the current under provision on the School site. An indication as to the acceptability of this proposal would be welcomed in advance of submission of the full Transport Statement. Should any further deviations from these guidelines be required, these will be formally agreed in advance of submission.

2. Methodology

2.1. Level of assessment

2.1.1. Based on the level of development it is recommended that a Transport Statement (TS) is the most appropriate level of assessment.

2.1.2. Proposed contents;

- Background including relevant policy guidelines and a description of how and why the school is proposed to expand
- Existing site conditions;
 - a review of the existing area in terms of options to travel to the school by sustainable modes of transport, highway network (description, and speed surveys results as necessary) and a personal injury collision review for previous 5 years.
 - a review of existing site conditions, number of staff, pupils (enrolled vs capacity), parking (cars, bicycles and scooters), extra-curricular services provided on / at the school site, current mode share achieved by staff and pupils
- Trip generation; translation of the development proposals into traffic generation impacts
- Proposed development; onsite parking requirements and discussion of pupil drop-off/pick-up capacity including a parking beat survey
- Consultation; discussion of consultation feedback from local residents and the school community
- Planned works; detailing any locally proposed works in the vicinity of the School e.g. any that might be associated with the housing developments which are generating the need for the expansion; and any necessary mitigation works associated with the expansion (both highway / infrastructure and also in relation to the School Travel Plan). We would welcome details of any known schemes to be shared by RBC.
- Summary and conclusions

2.2. Surveys

2.2.1. As previously discussed and agreed with RBC's development planning department; speed and flow traffic data (ATCs) have been collected for one week in a neutral period on Church End Lane and Meadway.

2.2.2. A 1 day, 12 hour parking beat survey has also been undertaken in a neutral period. Data for 200m and 400m beats (from the school entrances) has been collected. Beats have been carried out every 15 minutes for an hour around the start and end of the school day in order to capture the highest number of parent vehicles. At all other times, beats were carried out every half an hour.

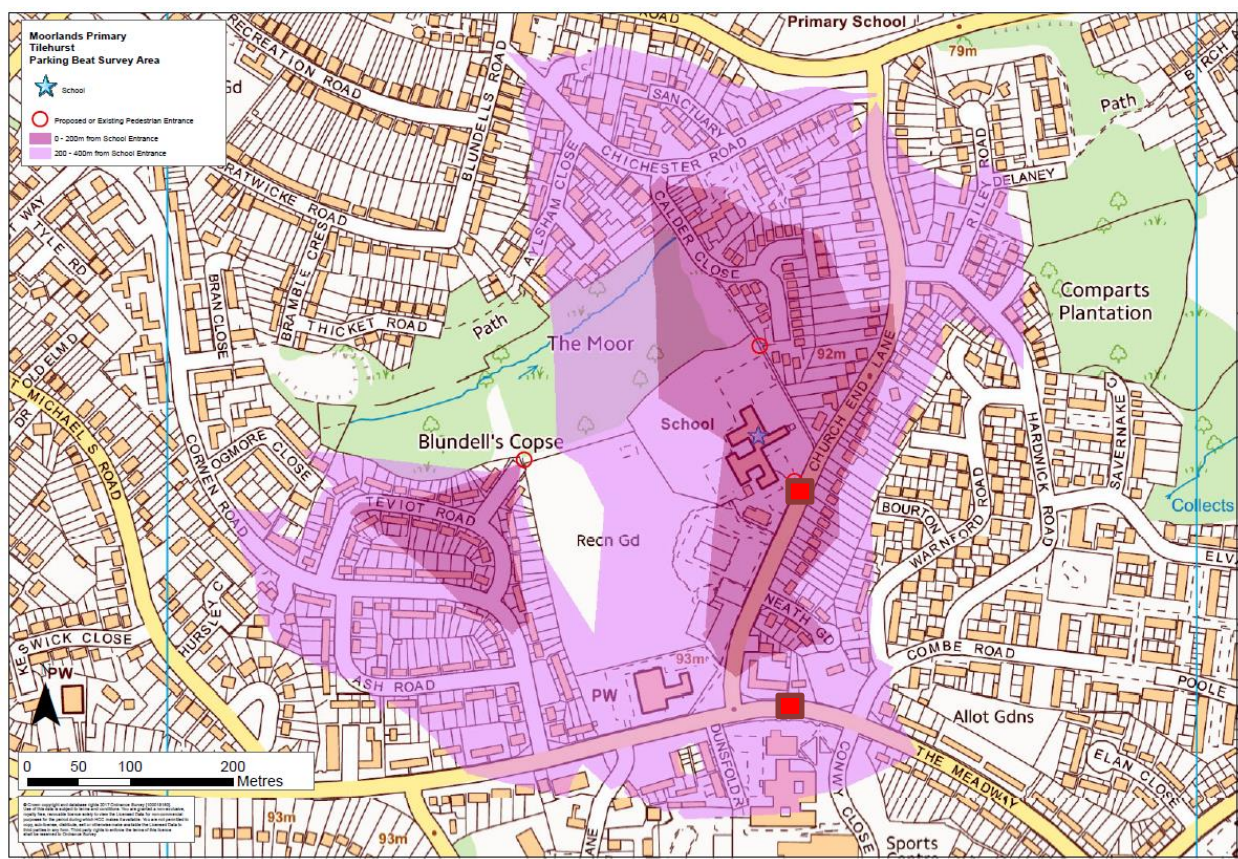


Figure 10: Parking beat location (shaded areas) and ATC survey locations (red squares)

2.2.3. Personal Injury Collisions (PIC) data has been obtained for a 500m radius, for the last five years.

2.2.4. To supplement this data, which shows 19 slight and three serious PICs in the last five years, we propose to review the STP postcode plot to see where pupils are walking from and potentially extend the radius to ensure key crossing points are included within this. Again we would welcome the Development Planning Team's input as to whether this would be necessary.

2.3. Trip generation

2.3.1. The following methodology is proposed to calculate a robust trip rate for the school expansion;

STEP 1: Identity the development sites likely to have school aged children, and allocate to most appropriate walking isochrones e.g. 15-20 minutes;

STEP 2: Estimate the number of school aged children per new household likely to attend the School, based on RBC Guidance of 0.3 children per household (as above, factor this up to 30 to match the available pupil spaces);

STEP 3: Calculate travel to school mode share per isochrones (from recent survey);

STEP 4: Apply the existing mode share data per isochrone to the number of children.

2.3.2. It is proposed that the School mode share data will be combined for the trip generation purposes. We propose to apply this to the pupils associated with the expansion (169 over current capacity). We propose to make a distinction in the mode split data only between pupils and staff.

2.3.3. The trip generation calculations / traffic data will also be used to assess the acceptability of the on-site parking proposals, and to discuss pupil drop-off and pick-up capacity on the highway.

3. Planned works

- 3.1.1. If the impact of the proposed expansion requires it, the TS will consider ways in which the traffic and transport impacts of the proposed development can be mitigated to reduce the impact on its surroundings. The mitigation measures could take the form of both highway infrastructure and also softer behavioural change / travel demand management measures. The latter will be identified through the School Travel Plan (STP), but should have reference made to them within the TS, for example the identification of new staff parking proposals at the nearby Recreation Ground.
- 3.1.2. We would welcome the Development Planning Team's input as to any locally planned works that should be considered and referenced.
- 3.1.3. In addition, and at this early stage in the assessment, the need for the following behavioural / demand management measures will be considered, predominately through the STP;
- Park and stride sites;
 - Greater promotion of car sharing amongst pupils and staff
 - Promotion of considerate parking

4. Summary

This scoping report sets out the methodology that will be followed in order to produce a Transport Statement in support of the proposed expansion of Moorlands Primary School, Reading. Any comments or queries can be discussed with:

Nicola Waight

Principal Transport Planner, Hampshire Services at Hampshire County Council

nicola.waight@hants.gov.uk

01962 832122

From: Cook, Darren <Darren.Cook@reading.gov.uk>
To: Waight, Nicola
Cc: Lees, Sarah; Daymond, Helen
Subject: RE: Moorlands Primary School Transport Statement Scoping Report

Sent: Tue 19/12/2017 16:26

Hi Nicola,

Thank you for the submission of the scope I comment as follows:

- It is mentioned at paragraph 1.6.2 that it is proposed to extend the Public Car Park adjacent to the site for staff parking which in principle I have accepted. However, I have raised previously that this car park was suggested to be increased as part of the off site leisure proposals associated with the development at The Avenue and that aspect of the scheme was rejected by planners. Before any planning application is submitted I would suggest discussing this with the planners to establish whether this is a suitable option.
- Paragraph 2.1.2, I would be happy for an assessment be undertaken of the number of siblings, this is something that we did for the larger expansion programme for other schools in the Borough. Education should be able to provide you with this information.
- There are no planned works in the direct vicinity of the site in relation to any other development.
- Until I know the results of the surveys and the impact of the development I am unable to confirm what if any mitigation measures may be required.
- Paragraph 2.2.3 and 2.2.4 I would be happy that a review of the accident data within an area 500m of the application site is all that is required.
- Paragraph 2.3.1 from what I know there are not a substantial amount of development within this particular area, the development is in other areas that is adjusting the allocations to each school. I would apply any uplift based on the existing mode share location.
- Any uplift should take into account the full 210 pupils, although bulge classes are currently in operation these are temporary and therefore do not have any planning consent. I would only accept a reduction if the school has had a previous capacity in excess of a 2 form entry.

Please note that the Council are trying to reduce increased infrastructure including bollards as they put extra liability on the Council. If you want to submit something to me we can consider it, however if there is any need for them they would need to be provided for by the school and not any residential schemes.

I hope that the above is of use to you but if you require any further clarification please do not hesitate to contact me.

Kind regards,

Darren Cook
Transport Development Control Manager
Transport | Directorate of Environment and Neighbourhood Services (DENS)

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Civic Offices
Bridge Street
Reading
RG1 2LU

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From: Waight, Nicola [<mailto:Nicola.Waight@hants.gov.uk>]
Sent: 18 December 2017 12:00
To: Cook, Darren
Cc: Lees, Sarah; Daymond, Helen
Subject: Moorlands Primary School Transport Statement Scoping Report

This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.

Hi Darren

Please find attached the scoping report for Moorlands Primary School Transport Statement.

Please can you review and confirm if the methodology is acceptable?

As you'll remember, we already agreed the survey details over the phone so this report sets out the rest of the detail we plan to include and asks for any extra information we might need with regard to local works, or residential sites to consider.

I also have a record of notes from site visits to the School which suggest some improvements that may help the existing situation e.g. introduction (or re-introduction) of bollards. Would you be the right person to share these with? Sue Parcell suggested that you may find these helpful for negotiating S.106s with the housing developers. If you're the right person, I'll send these through to you too.

Kind regards

Nicola Waight
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Appendix 2

Statutory proposal for the prescribed alteration to Moorlands Primary School



STATUTORY PROPOSAL FOR THE PRESCRIBED ALTERATION TO MOORLANDS PRIMARY SCHOOL

PROPOSER - LOCAL AUTHORITY DETAILS

Reading Borough Council, Civic Offices, Bridge Street, Reading, RG1 2LU

NAME, ADDRESS AND CATEGORY OF SCHOOL

Moorlands Primary School, Churchend Lane, Tilehurst, Reading, RG30 4UN

DESCRIPTION OF PROPOSED ALTERATION

It is proposed that Moorlands Primary School be expanded from a school capacity of 420 to 630, increasing the school's admission number from 60 to 90 per year. The increase in pupil numbers will require a physical expansion of the school building.

SCHOOL CAPACITY

The school's original capacity was 420 pupils, however due to the acceptance of 2 bulge classes in 2012 and 2013, the current school capacity is 480 pupils. The proposed capacity from September 2019 would be 630.

EVIDENCE OF NEED OR DEMAND FOR ADDITIONAL SCHOOL PLACES

For the purposes of pupil place planning in Reading, the Borough is split into 5 zones or planning areas as required by the Department for Education (DFE). The forecast demand for pupil places compared to existing School capacity is shown in Table 1. It indicates that the planning areas with the greatest shortfall of available places are Central followed by South and East. The majority of the housing new development will be in the Central and West Planning Areas. The table indicates across Reading an ongoing rise in demand for pupil places in 2017/18 and 2018/19 - with estimated shortfalls of 81 places in Sept 2017 and 32 places in Sept 2018.

The forecast figures included in Table 1 include adjustments for:

- Estimated number of places derived when we include the impact of planned housing developments identified in the RBC Infrastructure Delivery Plan until 2036.
- Cross border Import and Export of pupils to other Local Authorities over the last 3 years
- Number of pupils who do not take up their allocation in September
- Anticipated In year admissions in year R.
- Adjustment is made within the capacity figure in each year for bulge classes as they are freed up at the end of their 7 year cycle.

Table1

Year R		FORECAST (scap) inc Housing yield	CAPACITY (scap)	Balance of Places	FORECAST (scap) inc Housing yield	CAPACITY (scap)	Balance of Places	FORECAST (scap) inc Housing yield	CAPACITY (scap)	Balance of Places	FORECAST (scap) inc Housing yield	CAPACITY (scap)	Balance of Places
Planning Area	Planning Area	2017/18			2018/19			2019/20			2020/21		
8700001	North	450	470	20	452	470	18	444	530	86	447	470	23
8700002	East	407	330	-77	405	330	-75	383	330	-53	372	330	-42
8700003	South	443	405	-38	479	405	-74	473	405	-68	471	405	-66
8700004	Central	600	470	-130	591	500	-91	576	500	-76	576	470	-106
8700005	West	476	465	-11	460	495	35	457	495	38	465	465	0
Balance of places Forecast / capacity		2376	2140	-236	2387	2200	-187	2333	2260	-73	2331	2140	-191
Final balance of places with Admissions adjustments				-81			-32			82			-36
Admissions adjustments													
Average no. of places freed by pupils exported to other LA's last 3 years = 216													
Average no. of places filled by pupils imported from other LA's last 3 years = 36													
Average no. of places not taken up in Sept =125													
Average no. of places filled by in year admissions last 3 years = 150													

There is planned development in south and north planning zones to develop additional primary capacity. In the south the Council currently has a Section 106 agreement in place with a housing developer to build a 1 FE Primary school, however given the levels of development going ahead (by others) and planned the school capacity will need to expand to 2 FE, for which the Council would be expected to pay for the 2nd form of entry. A much neater solution will involve the Council in no cost, and the development of the 2FE Free School, commissioned by the Education Funding Agency (EFA). Discussions are now underway with the EFA, the developer, and an Academy sponsor to make this a reality.

In the north the Education Funding Agency is committed to developing a 2 FE Primary Free school, and has developed temporary capacity for 200 of the 350 pupils envisaged by the sponsor. The permanent site at Mapledurham has been identified by the EFA, but has yet to secure approval. The uncertainty around the site presents a serious risk to the future of this school, and 150 primary pupil places from September 2018. Contingency planning is in place to provide capacity at community schools in North Reading were this proposal to fail. The anomalous school capacity of 350 would be addressed on completion of the new school, when capacity will move to 420 places.

OBJECTIVES OF THE PROPOSAL

The objective is to provide additional pupil places as close to the Central Planning Area as possible.

The criteria we have used to identify Moorlands School as a suitable site to ensure the most economical approach are as follows:

- Located on an existing School site
- Is a School which is either Ofsted rated Good or Outstanding
- Avoiding designated open space.
- Where there is sufficient space to develop the extra capacity required

- Where there would be minimal disruption to the existing school and avoiding the necessity to decant children from existing classrooms.
- Within a 2 mile walking radius of the pupil growth areas.

Having looked at existing provision across the Planning Areas the proposal was to expand Moorlands Primary School. At an early stage in 2016 the head and Chair of School governors were approached to gauge their reaction to the school being expanded. The response was very positive, meetings have been held with the school to develop the detailed proposal.

Given the forecast demand for primary aged pupil places, additional places will be required by September 2019. The probable need to expand a West Reading primary school was identified within the Education Capital Programme options report presented to Policy Committee on 2 November 2015.

EFFECT ON OTHER EDUCATIONAL ESTABLISHMENTS

It is not anticipated that any there will be a negative impact on any of the local educational establishments due to the predicted need for further school places in the area.

PROJECT COSTS INCLUDING HOW LONG TERM VALUE FOR MONEY WILL BE ACHIEVED

The proposed expansion costs are £4.35 million. The proposal includes a combination of two story clad modular classrooms, and traditional extension and refurbishment to the front and nursery area of the school - providing additional classroom space with the additional long term improvements made to the ancillary spaces within the school. The modular development will be provided on a 60 year life period, at a defined quality meeting BB103, the Education Funding Authority's area requirements for mainstream schools.

IMPLEMENTATION AND PROPOSED STAGES FOR IMPLEMENTATION

The expansion works are proposed within three separate development zones. The zones were identified and agreed early with the school to allow the natural progression and proximity of year groups to be maintained throughout the school.

Phase one, starting in Summer 2018, is a proposed two-storey KS-2 teaching block and a single storey 3-classroom KS-1 block and associated external works, both of which are proposed to utilise off-site construction methods, with the KS-2 block being a refurbishment and re-cladding of two double-stack modular units at two Reading school sites.

Phase two is a proposed traditional extension and refurbishment to the front of the school, including a new main entrance and entrance forecourt and new staffroom, to allow all admin/ staff facilities to be located together. It also includes external and car parking works.

Phase three is a proposed traditional single classroom extension (Year R), demolition of a single temporary classroom, refurbishment of a double modular unit for Nursery provision and associated external works.

It is proposed that the admission number for the school will permanently increase in September 2019 from 60 to 90 pupils, with the school reaching its proposed full capacity of 630 pupils by September 2025.

PROCEDURE FOR RESPONSES - SUPPORT, OBJECTIONS OR COMMENT

Should you wish to comment on the proposal, please either complete the online form at www.reading.gov.uk/moorlandsexpansion

[Email: Asset.Managementunit@reading.gov.uk](mailto:Asset.Managementunit@reading.gov.uk)

Or write to:

Myles Milner
Schools Services Service Manager
Education, Children and Early Help Services
Reading Borough Council
Civic Offices
Bridge Street
Reading
RG1 2LU

All comments should be received by **7pm on Friday 29th September.**