STONEHOUSE & CO
ARCHITECTURAL DESIGN

TRANSPORT STATEMENT

Moorend House

Snelsins Lane, Cleckheaton, BD19 3UH

November 2026

CIAT
CHARTERED PRACTICE

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1. Summary and scope

This Transport Statement supports the proposed change of use of Moorend House from offices to specialist education (Use Class F1(a)), with internal alterations. It considers the likely pattern of movement, access, parking and servicing against the operational information supplied for the application and Kirklees Local Plan Policies LP21 and LP22.

Moorend House has an established access from Snelsins Lane and existing on-site parking reported as 25 spaces. The proposed operation has a maximum of 50 learners and an assumed 16 staff on site. Learner arrival and departure times are staggered between primary and post-16 provisions, with shared learner transport encouraged where appropriate and consistent with individual safeguarding and travel needs. The school day is concentrated into two main arrival and departure periods, with relatively limited routine activity between them.

The assessment compares the established office floorspace with the proposed school roll and operating model. Office workforce capacity is calculated from the stated 527 m² using an 8–12 m² per worker range. These figures are floor-area estimates rather than a record of the former office's actual staffing, however the offices could realistically accommodate these figures. The traffic assessment then considers the site's operating pattern, parking supply and transport arrangements.

2. Site, access and planning history

The site is Moorend House, Snelsins Lane, Cleckheaton, BD19 3UH. It is an existing stone institutional building set within its own grounds. The delegated report for planning application 2023/62/91892/E describes the application site as an office building and records Kirklees Highways as having no objection to the office extension proposal. That report notes that the extension would not materially intensify the office use or alter the existing parking arrangements.

The planning history records permission in 2013 (reference 2013/62/93940/E) for change of use from school to offices and alterations to the existing access. The current proposal ***retains the established site access*** and does not include access reconstruction. The earlier decision is relevant context for the access arrangement; the current proposal is considered on its own operational and transport effects.

The existing provision reported for this assessment is 25 on-site car parking spaces. The internal arrangement will retain the entry and turning area beyond the gates, this is demonstrated on the submitted site plan. Vehicles associated with learner drop-off and collection will turn within the site and leave in forward gear. The driveway and turning area are to remain clear during these periods, and staff vehicles are to remain on site during the working day within the architect's parking layout.

3. Existing office use: workforce capacity

The existing office accommodation is approximately 92 m² at lower ground floor and 435 m² at ground floor, a combined 527 m², we have excluded the second floor to give a modest projection. The figure generally excludes staff support accommodation such as kitchens, rest rooms and WCs. The proposal information does not provide a confirmed historical employee count or measured office occupancy.

Applying an office space allowance of 8–12 m² per worker to the 527 m² of stated office floorspace gives the following estimated workforce capacity:

Office space allowance	Calculation	Estimated workforce
12 m² per worker	527 ÷ 12	44
10 m² per worker	527 ÷ 10	53
8 m² per worker	527 ÷ 8	66

At the 10 m²-per-worker calculation, the existing office floorspace accommodates an estimated 53 workers. Across the 8–12 m² range, the calculated capacity is 44 to 66 workers. The 25-space car park provides approximately 0.47 spaces per worker at the 53-worker estimate, demonstrating that the office layout already relies on possible parking elsewhere or on street parking along with public transport or shared user transport.

4. Proposed education operation

The proposal has a **maximum** learner roll of 50: up to 30 primary-aged pupils and up to 20 post-16 learners. The stated current staffing assumption is 16 staff on site. These figures describe the maximum operating capacity and staffing assumption; they should not be read as a traffic forecast or as proof that every learner will attend on every day. The nature of the education facility is such that the actual onsite figures may vary but up to this maximum.

Use group	Maximum / assumption	Core hours
Primary learners	Up to 30	09:15–14:45
Post-16 learners	Up to 20	09:30–15:00
Staff	16 on site assumed	Arrivals from 07:30; departures staggered to about 17:00

The primary and post-16 arrival and departure times are separated by 15 minutes. Staff begin arriving before learner arrival and leave in a staggered pattern after the learner day. ***Shared learner transport is encouraged where it is suitable for the learner and consistent with safeguarding and individual travel plans.*** Taxi and minibus providers will be given arrival instructions. This operational approach is intended to avoid a single concentrated arrival or collection peak and to support turning and circulation within the site.

The proposal has two principal learner movement periods: morning arrivals and afternoon departures. The intervening school day is primarily teaching, therapeutic support and supervised enrichment within the building and defined outdoor areas. There may also be staff, family and professional visits, deliveries and waste collection, but these are planned, pre-arranged or scheduled away from the main learner peaks where practicable. Visitor and service vehicle movements would be expected and would generally be of low frequency.

5. Comparative movement assessment

5.1 Peaks and daily profile

The office use combines staff arrivals and departures with visitor, meeting, delivery and other business movements during the working day. At Moorend House, the calculated office capacity is 44 to 66 workers, with 53 at 10 m² per worker. The education use has defined learner arrival and departure periods and a settled daytime pattern.

The education proposal also has identifiable morning and afternoon peaks. These peaks are managed through separate provision times, shared transport where suitable, internal turning and staff movements outside the learner peaks. During the core learner day, ordinary learner-related vehicle movements are expected to be materially lower than at arrival and departure because pupils remain on site.

5.2 Occupant numbers and vehicle movements

The maximum school roll of 50 learners is slightly below the calculated central office workforce capacity of 53 and below the upper office capacity estimate of 66. Learner numbers do not translate one-for-one into vehicles because shared taxis and minibuses can carry several learners. The office use, by contrast, accommodates a workforce with arrivals and departures as well as visits, meetings, deliveries and other business movements through the working day.

The education operation is organised around shared learner transport where appropriate, staggered arrival and departure, and on-site circulation. This combines the movement of learners into fewer vehicles and concentrates learner trips into two managed periods. Once learners are on site, the school day generates substantially fewer routine vehicle movements than the office pattern, which includes staff, visitor and business activity throughout the day. The transport profile is therefore more predictable and easier to manage.

5.3 Parking and circulation

The stated on-site supply of 16 spaces is retained for the proposed use, in reality it is unlikely that all staff will drive individual cars, as there will also be an element of car sharing as well as public transport use - as was likely for the proposed office parking. Therefore there is also a modest provision for visitor parking within this allowance. By the nature of the facility visitor parking is generally pre-arranged and as such gives option for greater control of parking.

Learner transport is to use the internal entry and turning area, with vehicles turning on site and leaving in forward gear. The circulation area is to be kept clear during drop-off and collection. These measures reduce the need for reversing movements at the site access and help prevent vehicles waiting on or obstructing the access. The school's arrival instructions and review process provide an operational response if queuing or conflict is observed.

6. Policy assessment

6.1 Kirklees Local Plan Policy LP21 – Highways and access

LP21 seeks safe, suitable and effective access for all users, safe and efficient traffic flow within the development and surrounding highway network, and adequate information and mitigation where transport effects arise. It also supports access by pedestrians, cyclists, public transport users and vehicles, and requires consideration of servicing and emergency access.

The proposal retains the existing access, which has a planning history including access alterations approved alongside the 2013 school-to-office change of use. The 2023 delegated report records no objection from Kirklees Highways to the office extension and confirms no material change to the existing parking arrangements in that application. For the present proposal, the operational controls include staggered learner times, on-site turning and forward exit, keeping the access clear, managed visitor access and scheduled deliveries. On that basis, the proposal can operate without a change to the access arrangement and with traffic contained and managed within the site.

6.2 Kirklees Local Plan Policy LP22 – Parking

LP22 provides the development-plan policy context for parking provision. The existing 25-space car park is retained. The assumed 16 staff can be accommodated within that supply, with remaining capacity available for visitors and operational needs. Shared learner transport, where suitable, further reduces reliance on individual car drop-offs. Parking and turning areas are to be managed so that learner movements do not displace parked vehicles into the access or highway.

6.3 Other relevant Local Plan policies

LP1 (Achieving Sustainable Development) and LP2 (Place Shaping) support a positive assessment of the reuse of an existing building where the use can be operated safely and compatibly with its surroundings. In transport terms, the proposal uses existing access and parking infrastructure and sets out an operating pattern designed to limit concentrated movements and avoid on-street obstruction.

6.4 National Planning Policy Framework

The current NPPF was published on 17 August 2026. Chapter 15, Promoting Sustainable Transport, is relevant. Policy TR3 addresses sustainable location, accessibility, network impacts and mitigation; TR4 addresses street design, access and parking; and TR6 requires a proportionate Transport Statement or Assessment for proposals likely to generate significant movement, considers reasonable future scenarios, and states that proposals should be refused where they would cause a severe adverse network impact or an unacceptable highway-safety impact, taking account of mitigation.

This statement provides a proportionate assessment of the proposal's movement pattern, using the calculated office workforce capacity, the proposed education timetable, existing parking and the circulation controls. The arrival and departure schedule, shared learner transport and internal turning arrangements manage the principal movement periods and reduce the potential for queuing or obstruction.

7. Travel management measures

- Staggered primary and post-16 arrival and departure times, with 15 minutes between the stated learner periods.
- Encouragement of shared learner transport where appropriate to individual needs and safeguarding arrangements.
- Clear arrival instructions for taxi and minibus providers.
- On-site turning so vehicles can leave in forward gear.
- Keeping the driveway and turning area clear during learner drop-off and collection.
- Staff parking retained on site within the architect's parking layout.
- Pre-arranged visitor access with sign-in and managed entry.
- Deliveries and waste collection scheduled away from learner peaks wherever practicable.
- A review of arrival arrangements if queuing or conflict is observed.

8. Conclusion

The site has an established access arrangement and 16 on-site parking spaces. The 2013 office permission included alterations to the existing access, and the 2023 office-extension decision recorded no objection from Kirklees Highways where the existing parking and access arrangements were retained.

The education operation comprises up to 50 learners and 16 staff, with separate learner timings, shared transport, and on-site turning and parking retained. The 527 m² office floorspace calculates to an estimated workforce capacity of 44–66 workers, with 53 at 10 m² per worker. The proposed learner roll is below the central office estimate and the upper office estimate.

The proposal will have morning and afternoon learner peaks, managed by staggered times, shared transport and on-site circulation. These peaks are followed by a quieter daytime period, with fewer routine movements than the continuous staff, visitor and business activity associated with the office use. The existing access and 16-space car park can serve the proposed use through the stated operational controls. The proposal accords with Kirklees Local Plan Policies LP21 and LP22 and NPPF Chapter 15: the movement pattern is managed, access is retained, parking is provided on site, and the proposal would not result in a severe impact on the highway network or an unacceptable highway-safety impact.